

UW OSHKOSH OFFICIAL TRANSCRIPT REQUEST FORM

Records Office
800 Algoma Blvd.
Oshkosh, WI 54901
(920) 424-1199

Instructions: Legibly complete the entire form and submit by mail or in person. **We do not accept emailed or faxed requests. Payment is required at time of request.** Transcripts may also be ordered online via Titan Web or at <https://www.credentials-inc.com/tplus/?ALUMTRO003920>

- IMPORTANT:**
- Outstanding debt to the University prevents the release of transcripts
 - Transcripts released to student are stamped "Issued to Student"
 - Faxed transcripts are **not** official
 - Name changes require documentation (i.e. driver's license, state-issued ID card or legal document; legible photocopy is acceptable)

 Last Name First Name MI Former Name(s) 10-Digit Phone Number

 Current Street Address City State Zip Email address

Student ID Number OR SSN (required for use in locating your academic record) Date of Birth Approx. Attendance Dates

AS A PERSON REQUESTING TRANSCRIPT(S), YOU ARE RESPONSIBLE FOR PROVIDING ACCURATE INFORMATION. Federal law (FERPA) requires that the student's signature accompany any request for the student's transcript. *I attest that I am the person whose grades are reflected on the transcript requested, that the information provided on the request is accurate, and that all name changes have been legally documented.*

Student Signature (typed signature NOT acceptable) Date

SERVICE OPTIONS AND FEES (Select 1 of the options below. **Prices are subject to change; current fees are listed on our website, www.uwosh.edu/registrar/transcripts**)

- Standard Service:** \$10 per transcript – Processed within 2 business days of receipt; transcript mailed 1st class USPS mail or available for pick up within 2 business days.
- Expedited Service:** \$10 per transcript + \$20 per recipient delivery fee – Processed within 1 business day of receipt; transcript sent via UPS Next Day (excluding Saturdays & holidays).
- In-Person Immediate Service:** \$12 per transcript – Transcript printed while you wait.

CALCULATE COST Number of transcripts _____ **X** Transcript fee \$ _____ **+** Expedited Delivery Fee (if applicable) \$ _____ **=** \$ _____

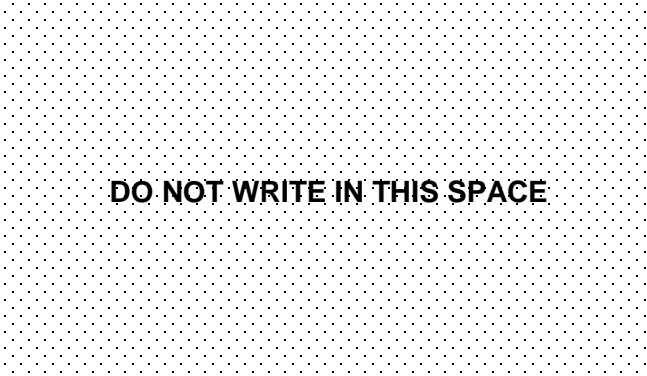
PAYMENT OPTIONS (Payment must accompany request)
We accept: Cash, Check (payable to UW Oshkosh), Money Order, Cashier's Check, Visa, MasterCard, and American Express

Credit Card Number **Expiration Date** **3-Digit CVV**

OPTIONS FOR CURRENT STUDENTS ONLY - If not applicable, do not check either box.

- Hold for current semester grades Hold for Degree (posting of degree may take up to 6 weeks after official graduation date)

SEND TRANSCRIPT(S) TO (If needed, use back of form or separate sheet)
You are responsible for providing complete & accurate address. If you chose **Expedited Delivery (UPS)**, a physical street address is required; UPS will not deliver to a P.O. Box. If you choose to have transcript faxed rather than mailed, enter recipient name **and** fax number. If left blank, transcript will be mailed to you at the address you provided above.



OFFICE USE ONLY

PS Vault

Stops Yes _____ No

Address Change Yes _____ No

Name Change Yes _____ No

JJ DS Other _____

Tracking # _____