UW OSHKOSH OFFICIAL TRANSCRIPT REQUEST FORM

Instructions: Legibly complete the entire form and submit by mail or in person. **We <u>do not</u> accept emailed or faxed requests**. Payment is required at time of request. For faster service, order transcript online 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

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Current Street Address   City   State   Zip   Email address

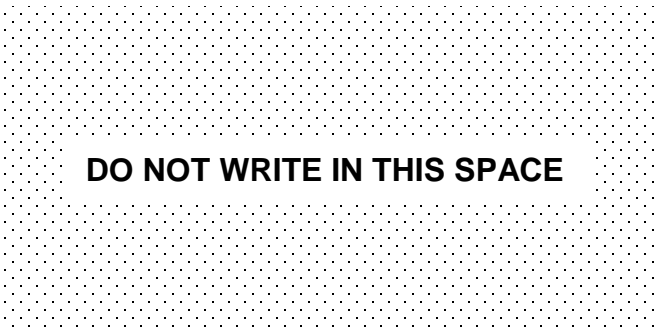Student ID Number **OR** Last 4 digits of SSN **(one of these is required)**   Date of Birth

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**

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

☐ Hold for current semester grades   ☐ Hold for Degree (posting of degree can take up to 6 weeks after <u>official graduation date</u>, **NOT date of commencement ceremony**)

<u>**SEND TRANSCRIPT(S) TO**</u> (If needed, use back of form or separate sheet)
You are responsible for providing complete & accurate address. If you choose
<u>**Expedited Delivery**</u>, you must provide street address, NOT a P.O. Box.
If lines below are left blank, transcript will be mailed to you at address above.

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DO NOT WRITE IN THIS SPACE

SERVICE OPTIONS AND FEES (Select 1 of the following options) **Prices subject to change**. Current fees available on website *uwosh.edu/registrar/transcripts*.

Standard Service: $10 per transcript – Processed within 2 business days of receipt. Transcript mailed 1st class or will be available for pick up within 2 business days.

Expedited Service: $10 per transcript + $20 per address shipping fee – Processed within 1 business day of receipt; transcript sent UPS overnight (no Saturday or holiday delivery).

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

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Credit Card Number   **Expiration Date**   **CVV Code**

Revised June 6, 2018