

Wichita State University
Office of the Registrar
1845 Fairmount Street
Wichita, KS 67260-0058



316-978-3795 :Fax
316-978-3055 :Phone
Transcripts.out@wichita.edu :Email
Wichita.edu/transcripts

By signing below, I understand that a transcript will not be released for any student who has an obligation to the University and transcripts released directly to a current or former student are marked "Issued to Student." Instructions and Notes can be found on page 2.

Signature of Student _____ Date _____

Student Information:

myWSU ID or SSN _____ Date of Birth _____ Contact Phone Number _____

Name: First _____ Middle _____ Maiden _____ Last _____

Email Address _____

Students are responsible for correct address; transcript is addressed as written below.

Send my transcript to the following address:

Name of School, Company, or Individual _____

Attention/Department _____

Mailing Address _____

City _____ State _____ Zip Code _____ Country _____

Are you currently enrolled?

Yes No, I was last enrolled in _____

- Begin processing request
- Hold for Grades: Fall Spring Summer
- Hold for Degree to appear on transcript

Other instructions: (Attachments, Graduate/Undergraduate only, etc.) _____

Transcript fee is \$12.00 per transcript (includes USPS First Class Mail)

Number of transcript(s) requested _____ @ \$12.00 = \$ _____

Additional Mailing Services: All charges are in addition to the \$12.00 fee

\$12.00 – USPS Priority Mail

\$20.00 – Overnight (US): Recipient's Phone # _____

\$40.00 – Int'l Fed Ex: Recipient's Phone # _____

For Office Use Only

BRTN	\$	Transcript
BRT2	\$	Add'l Trans
BREM	\$	PriorityMail
BREP	\$	US Fed Ex
BREF	\$	Int'l Fed Ex

Paid Initials _____

Check/CC # _____

Holds _____

Picked-Up _____

Total Payment Due: _____

Method of payment: Check (Payable to WSU) Debit/Credit Card Money Order **No Cash Please.**
Debit/Credit Card # _____ Expiration Date _____ Security Code _____

