

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



WICHITA STATE
UNIVERSITY
OFFICE OF THE REGISTRAR

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 \$15.00 per transcript (includes USPS First Class Mail)

Number of transcript(s) requested _____ @ \$15.00 = \$ _____

Additional Mailing Services: All charges are in addition to the \$15.00 fee

\$12.80 – USPS Priority Mail

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

\$60.00 – Int'l Fed Ex: Recipient's Phone# _____

Total Payment Due: _____

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

Method of payment: Check (Payable to WSU) Debit/Credit Card Money Order No Cash Please.

Debit/Credit Card # _____ Expiration Date _____ Security Code _____

Transcript Fees

Costs and Details for Transcript Services

Transcript Fee: \$15 each

Additional Mailing Services – the fees below are in addition to the transcript fee.