

# WESTERN OREGON UNIVERSITY

w/ notes

Office of the Registrar  
Monmouth, OR 97361

## REQUEST FOR OFFICIAL TRANSCRIPTS

Official transcripts are complete authenticated copies of institutional academic work.  
Transcript requests will **not** be processed if there are outstanding institutional debts.

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Print Name & Permanent Address	
Name	_____
last	first middle
Address	_____
	_____
Phone Number(s)	_____
	_____
Social Security Number	_____
Date of Birth	Previous/Maiden Name
_____	_____
First and Last Year Attended	_____
(OCE, WOSC, WOU)	from to
Signature to Release Transcripts	_____

Hold For:	
<input checked="" type="checkbox"/>	Current term grades
<input checked="" type="checkbox"/>	Recording of degree:
	[ ] BA/BS/BMUS [ ] MA/MS <input checked="" type="checkbox"/> MAT
<input checked="" type="checkbox"/>	Recording of Licensure/Endorsement
_____	Grade changes for:
	(course/term/year)

UNOFFICIAL TRANSCRIPT ORDER	
I would like an unofficial copy of my transcripts sent with my order at no charge to me.	
Initial here _____	

OFFICIAL TRANSCRIPT ORDER	
	How many?
Transcripts sent to student at above address at \$5.00 per copy	_____
Transcripts sent to address listed below at \$5.00 per copy	_____
Transcripts are normally processed within 7-10 business days after receipt of request.	

Please <b>RUSH</b> my transcripts at \$10.00 per copy	
Number of copies _____	
Initial here _____	

Send official transcripts to the following address(es)

_____	_____
_____	_____
_____	_____

FOR OFFICIAL USE ONLY	
A/R HOLD _____	NDSL HOLD _____
CHG. _____	ENT. BY _____
DATE _____	

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