



Please Return this Completed Form to:

UW Colleges Transcripts
780 Regent St., Ste 130
Madison, WI 53715-2635
Scan Signed form and Email to: transcripts@uwc.edu
Phone: (608) 263-7732
Fax: (608) 265-9473
(Black ink required on faxed forms)

PART I - Student Information

PLEASE PRINT CLEARLY

UW Colleges Student ID Number / Social Security # (Optional)
Last Name
First Name Middle Initial
Name While Enrolled / Former Name(s)
Campus Attended

Current Street Address
City State Zip
Phone Number Birth Date (Optional)
Email Address
Dates of Attendance

PART II - Delivery Information

Please note if mailing address is outside of the U.S.A. transcripts will be sent Air Mail and not UPS; rates may vary upon destination
Submit a separate form for each additional address

Attention To:
Name of Institution / College / University
Street Address / PO Box Number (UPS will not deliver to a PO Box)
City State Zip
Country
Fax Number: (NOTE: Faxed transcripts are considered UNOFFICIAL by the receiving institution and cost \$10.00 ea.)
Number of Copies to this address

OPTIONS:
Transcript Fees (per transcript) check one:
Regular Processing * \$6.00 Transcript Fee
Rush Processing \$10.00 Transcript Fee
FAX to recipient \$10.00 Transcript Fee
Delivery Fees (per transcript request) check one:
Regular US Mail Included in Transcript Fee above
UPS Overnight Delivery ** \$6.00 Transcript Fee + \$19.00
Air International Transcript Fee + \$25 min (Rates may vary)
No additional charges for the following: check any that apply
Separate & sealed envelopes for each transcript requested ***
Send enclosed attachment(s) with transcript
Hold until degree is posted
Hold until term grades are released. Please select one:
Fall Winterim Spring Summer
* Please allow 3 business days for our Office to process your request if transcript is being mailed out
** UPS delivery requests received after 2:30 PM (CST) will be processed on the next business day
*** Transcripts mailed to student will be validated and sealed; please note that once the envelope is opened it is no longer considered official

PART III - Payment Method - Please choose one: Cash Check Credit Card

Credit Card Number
Type of Credit Card VISA MC DISCOVER
Expiration Date 3 Digit Code
Name on Credit Card
Total \$ Amount of this request (# of Copies x Transcript Fee) + Delivery Fee + Any Number of Faxed Transcripts

PART IV - Student's Signature

Date

The Family Rights and Privacy Act of 1974 requires the student's signature. By signing this request, I authorize UW Colleges to release my transcript to the recipient(s) listed on this form.

Important Information: Transcript will NOT be processed for the following reasons:

- Business Office / Financial Aid Holds (No transcripts are issued until holds are cleared)
No signature (No transcript requests are processed without student's signature)
Incomplete, illegible, or unclear information on transcript request form
Insufficient transcript request funds or incorrect credit card information

For Office of Registrar Use Only:
Credit Card Approval Number
Date Mailed
Date of Approval
Date Issued to Student