

# Washington State University Vancouver Transcript Request

Mail to: Registrar's Office  
Washington State University Vancouver  
14204 NE Salmon Creek Ave  
Vancouver, WA 98686



Questions: (360) 546-9565 or (360) 546-9553

- Transcripts ordered using this form must be accompanied by check, money order or cash in the amount of \$10.00 per transcript. Credit card payment cannot be used to order transcripts in person or via mail. Please use our online ordering system to pay by credit card.
- If you know of possible changes being made to your academic record (change of grade, degree conferral, etc.), please verify the updates are complete prior to placing this order.
- A transcript request will not be processed if you have a transcript hold.
- Official transcripts are placed in a sealed envelope. If you open the envelope, the transcript will no longer be considered official. Transcripts to be mailed are sent via USPS. Transcripts ordered for pick-up will be available 3 business days after the request is received. Transcripts not picked up by the requestor or returned as undeliverable will be held for a maximum of 60 days. Transcript fees are not refundable. If you need an electronic transcript, it can be ordered online at <http://transcripts.wsu.edu>.

## Personal Information (*Enter information below, print, sign, and send*)

\_\_\_\_\_  
Last name First name Middle name

\_\_\_\_\_  
Former name(s) used at WSU

\_\_\_\_\_  
Address: Street (include apartment #)

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
WSU ID # (if known) Date of birth (mm/dd/yyyy) Daytime phone (\_\_\_\_) \_\_\_\_\_

\_\_\_\_\_  
Email

Last attendance at WSU: Year \_\_\_\_\_  Fall semester  Spring semester  Summer session

Social Security # (optional)\*\* \_\_\_\_\_

It is unlawful for WSU to deny to any individual any right, benefit, or privilege provided by law because the individual refused to disclose his/her social security number except in very limited circumstances. WSU requests the voluntary disclosure of your social security number of this form. If provided, WSU will use your social security number only for verification of records.

Transcript Request information \_\_\_\_\_ copies @ \$10.00 each

## Transcript Delivery Information (**check one box only**)

I will pick up my transcript at the WSU Vancouver Office of Student Affairs (**photo ID is required**)

Mail my transcript(s) to: \_\_\_\_\_

\_\_\_\_\_  
Attach additional address (s) on separate sheet

## Student Authorization (**Transcripts will not be released without the student's signature**)

I hereby authorize the release of my WSU transcript \_\_\_\_\_  
Student's signature required Date