

Same-Day Transcript Processing: \$30.00 per copy -- must be ordered before 2:00pm
Standard Transcript Processing: \$10.00 per copy – guaranteed to be issued in 48 hours
 Standard processing transcripts can be **ordered online for \$8.00 per copy**

STUDENT INFORMATION

 Student ID or Social Security Number Last Name First Name

_____ to _____
 Approx. dates of attendance Former names (list all)

 Current street address City State Zip

 Phone number E-mail address

TRANSCRIPT REQUEST

Number of copies: _____

Same-Day Processing (\$30.00) Standard Processing (\$10.00) – Online orders are \$8

Hold my transcript order for:

Current term grades	Recording of degree
Recording of licensure/endorsement	Bachelor's
Grade change for _____	Master's
Course Subj/#	

I will pick up my transcript from the Registrar's Office (you must show ID to pick up)

I authorize someone else to pick up my transcript (must show ID) Name: _____

Please mail my transcript to the following address(es) below:

<p>Send ____ copies to:</p> <p>Name: _____</p> <p>Street: _____</p> <p>City/State/Zip: _____</p> <p><u>CHOOSE MAILING METHOD</u></p> <p>Regular domestic: Free Fast domestic: \$15.00 Fastest domestic: \$30.00 International: \$60.00</p>	<p>Send ____ copies to:</p> <p>Name: _____</p> <p>Street: _____</p> <p>City/State/Zip: _____</p> <p><u>CHOOSE MAILING METHOD</u></p> <p>Regular domestic: Free Fast domestic: \$15.00 Fastest domestic: \$30.00 International: \$60.00</p>
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STATEMENT & SIGNATURE

I, the above-named student, certify that I am the person requesting my Western Oregon University (or WOSC/OCE) transcript. I understand that no one may request a copy of my transcript on my behalf. I understand that my entire institutional academic record will appear on my transcript. I understand that my student account will be charged for the appropriate amount and that I am responsible for prompt payment.

 Student Signature

 Date