

For Office Use Only		
Hold: _____	ID: _____	By: _____
Date Processed: _____		By: _____

OFFICIAL TRANSCRIPT REQUEST FORM

MAIL TRANSCRIPT TO:

Mail transcript to address below. Address **must** fit on the lines below. Use separate forms for different addresses.

First Name _____	Last Name _____
Address _____	

City/State/Zip _____	

STUDENT INFORMATION

Name _____	
Address _____	

City/State/Zip _____	
Area Code + Daytime Phone Number _____	E-mail Address _____

Previous Names:

Student ID or Social Security #:

STUDENT SIGNATURE

X _____ <small>(Required by Family Rights and Privacy Act of 1974)</small>

TRANSCRIPT REQUEST INFORMATION

Graduate level only (Master, Non-Degree, and/or Doctoral)

Both Graduate and Undergraduate levels (Master, Non-Degree, Doctoral and Bachelor – A copy of this request will be sent to the undergraduate transcript office. Undergraduate transcripts will be mailed separately at no extra charge)

Number of copies requested _____

Dates of attendance as a graduate student at UWM: _____

MAILING INFORMATION

I will pick up the transcript.

Mail transcript now.

Mail transcript after grades are posted.

Fall Spring Summer Winter

Mail transcript after degree is posted.

Fall Spring Summer Winter

UPS EXPRESS SERVICE (US Only) / additional \$15 fee.
Street address required. No PO Boxes. Requests received after 3 PM will be processed the next business day.

CREDIT CARD INFORMATION

Visa or MasterCard only

Card Number:

Expiration Date:

- Official transcripts are \$8.00 per copy. Make checks payable to "UWM" or fax form with credit card info to (414) 229-6967.
- Transcript requests must come from the student/former student. Requests from a third party will be processed only with written permission from the student/former student.
- To request official transcript by mail, send completed form along with payment to the address at the top of this page.
- Transcript requests issued in person or mailed to the requesting person's home will be stamped "issued to student."
- Transcripts will reflect all UWM academic work according to the level requested (graduate/undergraduate).
- Transcripts will be withheld if any obligations to the University have not been satisfied.
- Notifications of non-receipt of transcript are honored up to 6 months from order date. After this time, a new order must be placed