

Kansas Wesleyan University ~ Transcript Request Form
Enrollment and Financial Services, 100 E. Claflin Avenue, Salina, KS 67401

Instructions:

- ✓ Due to the Family Rights and Privacy Act of 1974 (FERPA) a student signature is required for the release of any official or unofficial transcript.
- ✓ Transcripts will not be issued if a student has a financial obligation to KWU.
- ✓ Print clearly to ensure proper mailing, transcripts will be sent to the address provided by you below.
- ✓ Complete one transcript request form for each address where you would like a transcript sent.
- ✓ A \$15.00 fee must be paid by check or cash in advance. All credit card payments must be made through Docufile.

Social Security Number _____ KWU Student ID if known _____

Name _____
Last First Middle

List all other/previous names _____

Address _____
Street City State Zip

Home Phone _____ Work Phone _____

Date of Birth _____ Estimated dates of attendance _____
From To

Number of copies requested (enclose \$15.00 cash or check for each copy requested) _____

Special Instructions:

- Process Now, do not hold for semester grades
- Hold for the end of _____ semester grades
- Hold for degree verification
- Will pick up – you should call (785) 827-5541 ext. 1260 prior to picking up your transcript to ensure it will be ready

- Check here if you attended the Asbury School of Nursing

I would like my transcript:

- Faxed to _____
- Mailed to the address below:

Name or Company

Street Address

City

State

Zip

Student Signature _____ Date _____

Office Use Only

Date Received _____ Amount Received \$ _____ Cash Check

Date Sent _____ Staff Initials _____

Student has a financial hold – Date returned _____