



W&J ID or SSN: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
First Name

\_\_\_\_\_  
Middle Name

\_\_\_\_\_  
Campus Box or Mailing Address

\_\_\_\_\_  
Current Phone Number

\_\_\_\_\_  
Email (to confirm request has been processed)

**All current and former students can now order transcripts online! Please see our website for details:**  
<http://www.washjeff.edu/registrar/transcripts>

Birth month and day : \_\_\_\_/\_\_\_\_/\_\_\_\_ Maiden or former name(s): \_\_\_\_\_

If you have an outstanding balance due to the College we will not be able to process this request. Payment arrangements can be made with the Business Office at 724-223-6014.

**Transcript fees:** Due to increasing security concerns and costs, there is a \$10 per transcript fee. Payment is due at the time the request is made. Cash or checks (payable to Washington & Jefferson College) are acceptable by the Business Office for requests made by mail or in person.

**Number of transcripts requested:** \_\_\_\_\_ x \$10 = \_\_\_\_\_ total amount due

**Please mark one:**  
 Former student  
 Current student

**Former students:**  
 Last date of attendance (MM/YY): \_\_\_\_\_

**Please check one:**

- Send Immediately
- Send after current semester grades are posted
- Send after degree is posted. Anticipated graduation date (MM/YY): \_\_\_\_\_

**Transcript delivery:**

- I will pick my transcripts up in the Office of the Registrar **\*PHOTO ID IS REQUIRED FOR PICK UP!**
- Please send my transcripts to the address(es) listed below (additional addresses can be listed on the back):  
*Note: Federal regulations prevent us from faxing or emailing transcripts.*

**Mailing Address(es):**  
 (Must include person/institution name with each address)

**Special Instructions:**  
 (additional addresses can be listed on the back)

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
**Requestor Signature (required)**

*Please allow 3-5 business days for your request to be processed.*