



Western International University™

Where success is highly individualized.

**Office of Student Records  
Grade Report Request**

Please print or type

Student Name: \_\_\_\_\_ Student ID/SSN: \_\_\_\_\_  
Last First Middle

Former Name(s): \_\_\_\_\_ DOB: \_\_\_\_\_ Phone: \_\_\_\_\_

Current Address: \_\_\_\_\_  
Street City State Zip

Session: \_\_\_\_\_ Course Section: \_\_\_\_\_  
Month Year

Session: \_\_\_\_\_ Course Section: \_\_\_\_\_  
Month Year

Session: \_\_\_\_\_ Course Section: \_\_\_\_\_  
Month Year

Please mail grade report to: \_\_\_\_\_ Please call me to pick up Grade Report at:  
Name of Recipient (\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_

City State Zip

- Allow a minimum of 48 hours to process grade report(s). Requests received during the beginning and the end of the month may be delayed. Picture I.D. is required to pick-up grade report.
- All requests must include: Student I.D./SSN number, date of last attendance, name(s) used while attending WIU, and a written signature.
- Requests will not be accepted from, or released to, third parties without a written release from the student.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please mail, fax or email to:  
Western International University  
Office of Student Records  
9215 N. Black Canyon Hwy.  
Phoenix, AZ 85021**

**Phone: 602.943.2311 Toll free: 866.948.4636 Fax: 602.383.2210  
Email: wiuosr@west.edu**