



Western International University™

Where success is highly individualized.

Office of Student Records
Unofficial Transcript Request

Please print or type

Student ID/Last 4 SSN: \_\_\_\_\_

Student Name: \_\_\_\_\_
Last First Middle

Former Name(s): \_\_\_\_\_ Date of Birth: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Current email address: \_\_\_\_\_

ALL TRANSCRIPTS WILL BE SENT AS IS. IT IS THE STUDENTS RESPONSIBILITY TO ENSURE THAT ALL GRADES AND DEGREES HAVE BEEN POSTED PRIOR TO SUBMITTING REQUEST.

PLEASE SELECT ONE OF THE FOLLOWING:

Call for Pick-up: (\_\_\_\_) \_\_\_\_\_ Fax: \_\_\_\_\_
Name of Recipient

Mail: \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_
Name of Recipient

Address

City State Zip code

Email: \_\_\_\_\_

- Allow a minimum of 24 business hours to process the Unofficial Transcript. Requests received during the beginning and end of the month may be delayed. PICTURE I.D. REQUIRED TO PICK-UP TRANSCRIPTS.
Please use a separate form for each transcript request.
Requests will not be accepted from, or released to, third parties without a FERPA Release Form.
All transcript requests need to have a physical signature.

I understand that by signing this authorization, I am waiving my rights of nondisclosure of these student records under the Family Educational Rights and Privacy Act (FERPA) only as to the person or entities specifically listed herein. I understand that this release includes, and is not limited to, non-directory information such as grades and GPA. I understand that my documents will be sent via mail or over an open fax line and may be viewed by parties other than intended recipient. I will not hold Western International University liable for faxing or mailing of my records. This release will be placed in my records and will be in effect until I notify Western International University, in writing of a change.

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