

University Services  
Official 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

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

I'm requesting \_\_\_\_\_ copy(s) of my transcript(s) to be sent at the cost of \$7.00 each.

**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 AND USE A SEPARATE FORM FOR EACH MAILING ADDRESS:**

Call for Pick-up: (\_\_\_\_) \_\_\_\_\_

Institutional Email Address: \_\_\_\_\_

Mail Transcript to: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Personal Email Address: \_\_\_\_\_  
\_\_\_\_\_

**\*\*PERSONAL EMAIL ADDRESSES SHOULD ONLY BE USED IF THE TRANSCRIPT IS FOR YOUR RECORDS; ONCE YOU OPEN THE DOCUMENT IT BECOMES UNOFFICIAL.**

- No Official Transcript will be released until all financial and other obligations to the University have been met.
- Allow an average of 2-3 business days to process transcripts. Requests received during the beginning and the end of the month may be delayed. **Picture ID is required to pick up transcripts.**
- Request will not be accepted from, or released to third parties without the written consent of the student.
- All transcript requests require a physical signature.

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

Please send by mail to:

Western International University  
Office of Student Records  
9215 N. Black Canyon Hwy.  
Phoenix, AZ 85021

Or send by fax or email to:

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