CWU | Central Washington University

Verification of Enrollment/Degree Request Form

Please <u>completely</u> fill out this form and submit it to the Records Department.

To submit request, please select one:
1. Scan or take a picture and email it to transcript@cwu.edu.
2. Fax it to (509) 963-1230. Call Records at (509) 963-3030 to verify receipt of your fax.
3. Mail to: Central Washington University
   Records Department
   400 E University Way
   Ellensburg, WA 98926-7465

Student Name: _____   Other Names: _____

Student ID#: _____   Date of Birth: _____

Telephone #:_____   Email: _____

Anticipated Graduation Date (**required**): _____
                                            (Term)   (Year)

GPA: ☐   *Toll Free Fax#: _____
(Check box if needed)   (Toll free Fax numbers are 800, 866, 877, etc.)

Mail To: _____   or   Pick-Up: Yes_____

_____   No_____

_____

_____

Student's Signature (required):_____ **Date:** _____

(Central Washington University does <u>NOT</u> email official, signed documentation.)

Other Information: _____

_____

_____

_____

* $18 fee due before <u>non-toll-free</u> faxes are processed. Please mail request to the address above with a check or money order included.

OR

Pay online via your MyCWU account then email or fax the request to our office. Please note that online payments may take up to three days to post.