

## Verification of Enrollment/Degree Request Form

Submit completed forms to the Records Department within Registrar Services. Upon receipt of the form, and when required confirmation of payment, requests are generally processed within three business days.

To submit request, please select one:

1. Scan or take a picture and email it to [transcript@cwu.edu](mailto:transcript@cwu.edu).
2. Fax it to (509) 963-1230. Call Records at (509) 963-3047 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:  
 (Check box if needed)

Mail To: \_\_\_\_\_ In Person Pick-Up  
 \_\_\_\_\_  
 \_\_\_\_\_ Fax To\*: \_\_\_\_\_

**Student's Signature (required):** \_\_\_\_\_ **Date:** \_\_\_\_\_

(Central Washington University does NOT email official, signed documentation.)

Other Information: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\* Faxes to toll free numbers (number with area codes: 800, 866, 877, etc.) will be sent free of charge. For non-toll free faxes, the \$18 fee is due before the request is processed. Payments may be made online at <http://www.cwu.edu/registrar/online-payments>. Payment will be finalized upon receipt of a completed request form. A confirmation of the finalized payment will be sent via email. Please allow an additional business day for processing.