

## Transcript Request Form

*For faster processing times, we recommend using [www.parchment.com](http://www.parchment.com) to order your official PDF or hard copy transcript.*

### Student Information:

First Name:	Last Name:	
Former Last Names*:	Date of Birth:	
Student ID (or last 4 SSN):	Email:	
Address:	Phone:	
City:	State:	ZIP:

\*If current is different than while attending, provide all names used while in attendance at CWU.

### Fees and Processing:

Standard Process: \$10.00			
Processing Options:	<input type="checkbox"/> Process Now	<input type="checkbox"/> Hold for current term grades	<input type="checkbox"/> Hold until degree is posted

Records prior to 1986 may require additional processing time.

### Send To:

Recipient:	Attn:
Address:	Address:
City:	State:
ZIP:	Recipient Phone:

PDF option only available through <https://www.parchment.com/>

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

**Please enclose a \$10 check or money order**, payable to CWU, with mailed request form. DO NOT mail cash or include any credit card information.

Completed request forms should be submitted to:

**Central Washington University**  
**Attn: Records**  
**400 E. University Way**  
**Ellensburg, WA 98926-7465**

Transcript requests will not be processed unless the form has been signed and payment is enclosed. If your order has not been received within 10 business days, please call 509-963-3047 or email [transcript@cwu.edu](mailto:transcript@cwu.edu) to check on the status of your request.