



CENTRAL WASHINGTON UNIVERSITY

Central Washington University - Transcript Request Form

You may complete and print this form from your browser, sign it, and mail or fax.

Revised 07/01/2013

Note: Transcripts will not be released until all financial obligations are cleared.

\$10.00 each CWU official transcript. Transcripts will be mailed via regular 1st-class US mail within 24 business hours (3 working days) upon receipt of request to the Records Office.\*

\$18.00 each CWU official transcript on demand - processed by 2:30 p.m. the same day.

\$18.00 faxed CWU transcript - not official.

\$15.00 Express Service fee within the United States (Processed for next working day).\*

\* Example: \$15.00 express + \$10.00 transcript = \$25.00 \*

Total Payment is required before processing

Student's signature (required) Date

- 1. Fax the request to (509) 963-3022.
2. Call Records at (509) 963-3030 or (509) 963-3021 to verify receipt of your fax.
3. Do not write your Visa or MasterCard account number on this form!
Speak with a Cashier at (509) 963-2242 to pay with a Visa or MasterCard.

Or please mail the signed request with your check or money order payable to: CWU.

Form with fields for Mail to, Date first/last attended CWU, Qtr, Yr, Mail Now, Hold for current Quarter grades, Hold for Degree, and contact information.

Student CWU ID # Former Names

Birth date Telephone

E-mail Address

Student Name

Address

City State Zip Code

Send transcripts to:

Attn:

Address

City State Zip Code

If transcripts are to be sent to more than one address, please use additional forms.