UW OSHKOSH OFFICIAL TRANSCRIPT REQUEST FORM

Records Office
800 Algoma Blvd.
Oshkosh, WI 54901
(920) 424-1199

Instructions: Complete this form with all applicable information **(print legibly)**; submit request by mail or in person. **We will not accept requests submitted by fax or email**. You may order transcripts online via Titan Web or by visiting www.getmytranscript.com.

Payment and **student signature** are required at time of submission.

IMPORTANT:
- Outstanding financial obligations to the University prevent the release of transcripts.
- Faxed transcripts are not official.
- Transcripts released to student are marked "Issued to Student".

Last Name _____ First Name _____ MI _____ Former Name(s) _____ 10-Digit Phone Number _____

Current Street Address _____ City _____ State _____ Zip _____ Email address _____

Student ID Number OR SSN (required for use in locating your academic record) _____ Date of Birth _____ Approx. Attendance Dates _____

AS A PERSON REQUESTING TRANSCRIPT(S), YOU ARE RESPONSIBLE FOR THE CORRECT WRITTEN INFORMATION ON THIS DOCUMENT. Federal law (FERPA) requires that the student's signature accompany any request for the student's transcript. I attest that I am the person whose grades are reflected on the transcript requested, that the information provided on the request is correct, and that all name changes have been legally documented.

Student Signature ***(typed signature NOT acceptable)*** _____ **Date** _____

SERVICE OPTIONS AND FEES (Select one of the options below. **Prices are subject to change; for current fees, visit www.uwosh.edu/registrar/transcripts)**

☐ **Standard Service:** $8 per transcript – Processed within 2 business days of receipt; transcript mailed 1st class USPS mail or available for pick up within 2 business days.

☐ **Expedited Service:** $8 per transcript + $19 per delivery address courier fee – Processed within 1 business day of receipt; transcript sent via UPS (no Saturday delivery or holiday delivery).

☐ **In-Person Immediate Service:** $10 per transcript – Transcript printed while you wait.

CALCULATE COST Number of transcripts _____ **X** Transcript fee $_____ **+** Courier Fee (if applicable) $_____ **=** $_____

PAYMENT OPTIONS (Payment must accompany request)
We accept: Cash, Check (payable to UW Oshkosh), Money Order, Cashier's Check, Visa, MasterCard, American Express

Credit Card Number _____ **Expiration Date** _____

OPTIONS FOR CURRENT STUDENTS ONLY - If not applicable, do not check either box.

☐ Hold for current semester grades ☐ Hold for Degree (posting of degree may take up to 6 weeks after official date of graduation)

SEND TRANSCRIPT(S) TO (List additional addresses on back or on separate sheet)
If we are to mail transcript(s), you must provide a complete address. If we are to send via UPS Next Day, you must provide a delivery address NOT A PO BOX.
If taking transcript now or retrieving on a later date, enter **"PICKUP"** on address line.
If we are to fax transcript, enter recipient name and fax number.

_____

_____

_____

_____

OFFICE USE ONLY

PS ☐ Vault ☐

Stops Yes _____ No

Address Change Yes No

Name Change Yes No

BF JJ DS Other _____

Tracking # _____

DO NOT WRITE IN THIS SPACE

Revised June 2010