

Send To: Records Office
800 Algoma Blvd
Oshkosh, WI 54901

UW Oshkosh Official Transcript Request Form

Phone: (920) 424-1199
Fax: (920) 424-1098
Email: Records@uwosh.edu

Please Print Clearly - Requests must be in writing; we are unable to accept verbal requests.

Student Information

Last Name First Name MI Maiden

Street Address Apt #

City State Zip Area Code and Phone #

Student ID# or SSN - To locate record, one of these numbers is required Date of Birth

Student Signature

Today's Date

I hereby understand that by signing this document all name changes, if applicable, have been legally documented. The Family Rights and Privacy Act of 1974 requires the student's signature.

Payment Options *(payment must accompany request)*

We accept the following:: check (payable to UW Oshkosh), cash, money order, Visa, MC, Amer Exp

Credit Card # Exp Date

Service Options All transcripts are mailed via US Postal Service First Class.

Normal Service: Transcript is mailed within 5 business days Number of transcripts @ \$5/ea _____ = \$ _____

Rush Service*: Transcript is mailed or is picked up on _____ Number of transcripts @ \$7/ea _____ = \$ _____
day of request

***Rush service is NOT next day delivery. Next day delivery is available (excluding weekends and holidays); please call for details.**

Pickup Service _____ I will take transcript now (rush) _____ I will pick up transcript on _____

Send To: *(If additional space is needed, attach separate sheet. It is not necessary to complete a separate form for each address.)*

Office Use Only

PS Transcript Vault Transcript

Stops Yes _____ No

Address Change Yes _____ No

Name Change Yes _____ No

Tracking

BF JJ DS Other _____

Tracking# _____

DID YOU ATTEND UW OSHKOSH PRIOR TO 1975?

_____ Yes _____ No

THE FOLLOWING APPLIES TO RECENT GRADUATES OR POTENTIAL GRADUATES ONLY!

Have you applied for graduation or have you graduated recently from UW Oshkosh?

_____ Yes _____ No

If yes, circle degree and term: Graduate Undergraduate

Spring Summer Fall Year 20____

It may take up to 6 weeks from the official date of graduation (not commencement ceremony) for your degree to appear on your transcript. Would you like your transcript held until your degree is recorded?

_____ Yes - **rush service not applicable** _____ No, send it now

THE FOLLOWING APPLIES TO CURRENT STUDENTS ONLY!

If your class is in progress OR if it has ended recently, would you like your transcript held until final grades are recorded?

_____ Yes - **rush service not applicable** _____ No, send it now

If yes, circle term and session: Spring Summer Fall

1st 4 wk 2nd 4 wk 8 wk

1st 7 wk 2nd 7 wk 14 wk

10 wk 17 wk 3 wk interim

DO NOT WRITE IN THIS SPACE