

# UW OSHKOSH OFFICIAL TRANSCRIPT REQUEST FORM

Registrar's Office  
800 Algoma Blvd.  
Oshkosh, WI 54901  
(920) 424-3454

If paying by credit card, order online: [parchment.com/order/my-credentials/](http://parchment.com/order/my-credentials/)

- IMPORTANT:**
- Outstanding debt to the University prevents the release of transcripts
  - Transcripts released to student are stamped 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** Last 4 digits of SSN Date of Birth

**AS A PERSON REQUESTING TRANSCRIPT(S), YOU ARE RESPONSIBLE FOR PROVIDING ACCURATE INFORMATION.** 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 accurate, and that all name changes have been legally documented.*

\_\_\_\_\_  
**Student Signature (REQUIRED)** Date

## OPTIONS FOR CURRENT STUDENTS ONLY

- Hold for current term grades  Hold for Degree - Posting of degree can take up to 6 weeks after official graduation date, **NOT date of commencement ceremony**

**SEND TRANSCRIPT(S) TO** (If needed, use back of form or separate sheet)

**You are responsible for providing complete & accurate address**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



OFFICE USE ONLY		
PS		Vault
Holds	Yes	No
Address Change	Yes	No
Name Change	Yes	No
Staff Initials	_____	
Tracking #	_____	
<b>Cash Code: 052</b>		

**TRANSCRIPT FEE** *Prices subject to change.* Current fees available on website [uwosh.edu/registrar/transcripts](http://uwosh.edu/registrar/transcripts).

\$10 per transcript – Processed within 5 business days of receipt; transcript mailed U.S. Postal Service 1st class

**CALCULATE COST** Number of transcripts \_\_\_\_\_ **X** Transcript fee **\$10** = \$ \_\_\_\_\_

**PAYMENT OPTIONS** (Payment must accompany request)

Cash, Check (payable to UW Oshkosh), Money Order, Cashier's Check