



TRANSCRIPT REQUEST FORM

PLEASE NOTE:

- If you have a hold, your transcript request will not be processed
- All financial obligations to the university must be met before a transcript is issued
- Allow five (5) business days for processing and adequate time for mailing
- Student signature is required to request a transcript
- Student's photo id is required to pick up a transcript
- All third-party request must be submitted through the National Student Clearinghouse

Please provide complete information (Requests will not be processed if form is incomplete):

Name: _____
Last First Middle Maiden/Previous Names

Student ID/Social Security No: _____ Date of Birth: _____

Address: _____
Street / PO Box / Apt

_____ City State Zip Phone

Currently enrolled at UWG? Yes No Dates of Attendance: _____

Send transcript: Now After current semester grades are posted

Is this transcript for another institution and/or are you transferring: Yes No

Number of Copies for this request: _____

Special Instructions: _____

Pickup in 5 business days OR Mail to:

Note: Please furnish a correct and complete address of receiving institution or person.

Student Signature Required Date