1601 Maple Street
Murphy Building
Carrollton, GA 30118
678-839-6611|conted@westga.edu

University of West Georgia
Department of Continuing Education

GO WEST UWG

Transcript Request Form - Non-Credit/CEU

1. Processing time is five (5) working days. Processing time may vary during peak request times.
2. Fees – No Cost
3. Requests may be faxed **678-839-6610, emailed to conted@westga.edu** or **mailed to 1601 Maple Street, Murphy Building, Carrollton, GA 30118**.

Name_____
LAST FIRST MIDDLE

Phone Number_____ Email_____

Address_____

Last Date Attended: _____

Name(s) while attending UWG Continuing Education _____

Are you taking a course at UWG Continuing Education in the current term? YES NO

Current Mailing Address _____

_____

How would you like your transcript to be issued? (circle one)
ISSUED NOW (5 business days to process)
HELD FOR CURRENT COURSE COMPLETION and issued upon closing of class

How would you like to receive your transcript? (circle one)
PICK UP. Picture ID required. Pick up by family/friends requires written authorization.
Pick up copies will only be held 60 days. New request and $5 fee required after 60 days.
MAILED (Please complete address(es) below)

Mailing address #1

_____
_____
_____
_____

Mailing address #2

_____
_____
_____
_____

Transcripts only reports courses finished before date printed.
Transcripts do not include classes taken for credit at UWG.

Student Signature_____ **Date**_____

Transcripts will not be issued without written authorization.
All financial obligations to the University must be met before a transcript will be issued.