

OFFICE OF RECORDS AND REGISTRATION
ATTN: Transcripts
201 Sutton Hall
Cheney, Washington 99004-2448
Voice (509)359-4871 Fax (509)359-6791

(One form per mailing address)

PLEASE PRINT OR TYPE

DATE PHONE

STUDENT INFO LAST NAME: FIRST NAME: MIDDLE NAME:

ADDRESS:

CITY: STATE: ZIP:

FORMER NAMES:

BIRTHDATE: SOCIAL SECURITY NO. /EWUID

Date First Attended EWU Quarter Year

Date Last Attended EWU Quarter Year

Number of Transcripts Needed: (new form each address) Official *Unofficial

HOLD FOR:

COMPLETION OF QUARTER: (Name Quarter/Year)

DEGREE POSTING: (Name Quarter/Year)

GRADE CHANGE: (Name Quarter/Year)

STUDENT SIGNATURE (MANDATORY)

I Will Pick Up My Transcript

Please Mail or Have My Transcript Delivered to the Following Address:

(Street Address and Phone Number Required by FED EX-no PO boxes)

NAME:

Mailing Address:

Mailing Address Line 2:

CITY: STATE: ZIP:

Transcript Fee:

- Official, Regular Service \$5.83 each
Official, Picked up or mailed - SAME DAY \$11.67 each
*Unofficial, Picked up or mailed - No Charge - Limit: 1
Unofficial, Faxed - SAME DAY \$11.67 each - No Limit
Must be received by 12 pm
Fax To: (phone #)

Additional Fees for FED EX Priority Overnight (Next Business Morning) Delivery

FED EX Service - Credit Card payments only; FED EX Priority Overnight (Next Business Morning) Delivery Only; Cardholder agrees to be responsible for all charges due to FED EX for their service; questions regarding shipment, costs, billing, or other issues regarding the FED EX Overnight Delivery are to be addressed to FED EX.

CREDIT CARD NUMBER: EXPIRATION DATE:

CARDHOLDER SIGNATURE:

MAIL OR FAX FORM. PLEASE DO NOT REQUEST BY E-MAIL AS YOUR SIGNATURE IS REQUIRED TO RELEASE YOUR TRANSCRIPT.

TRANSCRIPTS ARE NOT ISSUED UNLESS ALL OBLIGATIONS ARE CLEARED. Transcripts or records of other institutions, if needed, must be obtained from the other school.

The payment method is at your discretion: you may fax this request to 509 359-6791. Fax requests must be accompanied by a Visa or Mastercard number and expiration date. Signature of legal card holder is required.

You may also submit your payment and request via mail or in person. Transcripts will not be mailed until payment is received and payment approved. Check, Visa, MasterCard or Money Orders will be accepted for payment by mail. Please, no cash, Discover or American Express.

*Unofficial, Picked up or mailed are available for No Charge; however, students are limited to one (1) unofficial transcript per quarter AND the unofficial transcript will only be sent to the student's address (i.e. will not be forwarded to prospective employers, other colleges, etc.). For students who attended during or after Fall 1987, unofficial EWU transcripts are available on your personal EagleNET Account (http://eaglenet.ewu.edu).