

OFFICIAL TRANSCRIPT REQUEST FORM

FEE: \$7.00 per copy (undergraduate and graduate records are included and are considered one copy). **Make check payable to "William & Mary."** In person payments may be made to the Bursar's Office during regular business hours. ***Additional time should be allowed for the request of student records prior to 1986.***

PLEASE PRINT:

Last Name _____ First _____ Middle _____			Name while enrolled / PLEASE LIST ALL PRIOR NAMES _____
Address _____			Student ID Number (SSN if enrolled prior to summer 2003.) _____
City _____	State _____	Zip Code _____	Date of Birth _____
(_____) _____			Email Address _____
Daytime Telephone _____			If not currently enrolled, provide date(s) of attendance at W&M: _____
Are you currently enrolled at W&M? Yes <input type="checkbox"/> No <input type="checkbox"/>			from _____ to _____

PLEASE INDICATE WHEN TO PROCESS/SEND:

- ☐ **HOLD processing until _____ degree is posted.** ☐ **HOLD processing until current semester grades are posted.**
(BA, BS, MA, PhD, etc.)
- ☐ **PROCESS/SEND NOW** ***Typical processing time is 3-5 business days from date of receipt.***

STUDENT APPROVAL: *In accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974, your signature is required to authorize release of your transcript(s). I certify below that I am providing my legal signature.*

STUDENT'S SIGNATURE (Electronic Signatures Not Accepted) _____

DATE _____

PLEASE INDICATE DELIVERY METHOD: I understand that my official transcript will be delivered via the method selected below.

- ☐ Will pick up at the Office of the University Registrar by student.
Picture ID required for pick up.
- ☐ Will pick up at the Office of the University Registrar by someone other than student.
Permit _____ to pick up on my behalf. (Picture ID required). Signature required at time of pickup _____

Signed release required if transcript will be picked up by someone other than student. Transcripts picked up in person are addressed to the student and bear the stamp "Official Transcript Issued to Student in a Sealed Envelope".

- ☐ Mail to the recipient below:

Print complete name and address clearly.

Delays may occur due to incomplete or illegible addresses.

One copy will be mailed unless otherwise indicated.

Attach a separate signed sheet if more than two recipients are requested.

_____ **Select for Rush Processing (1-2 business days). Additional \$25 fee required.**

_____ **Select for Rush Processing AND UPS Express Delivery. Additional fee required:**

• US - \$60

• Canada or Mexico - \$85

• International - \$95

(For UPS delivery, must provide physical address—not PO Box address)

FOR OFFICE USE ONLY:

Number of Copies requested: _____

Payment amount received: \$ _____

☐ Attachment(s)

No. of Copies: _____

Company or Institution _____

Recipient's Name _____

Address _____

City _____

State _____

Zip _____

☐ Attachment(s)

No. of Copies: _____

Company or Institution _____

Recipient's Name _____

Address _____

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State _____

Zip _____