

OFFICE OF THE REGISTRAR

West Texas A&M University, WTAMU Box 60877, Canyon, Texas 79016 Phone (806) 651-4911 Fax (806) 651-4949

NOTICE: Please allow **2 – 4 working days** processing time for transcripts (faxed or mailed). Transcripts will only be faxed to another university or college.

REQUEST FOR OFFICIAL TRANSCRIPT

Complete the form below, print, sign, and submit to the Registrar's Office.

All information is considered confidential.

Date: _____ Social Security No.: _____
Last Name: _____ First Name: _____
Middle Name: _____ Date of Birth: _____
Any former names: _____
Would you like to change your address on record at WTAMU to this address? Yes No
Current address: _____
City: _____ State: _____ Zip Code: _____
Daytime phone: _____ E-mail: _____
Dates of attendance at WTAMU: First year _____ Last year _____

Name & Address of transcript recipient(s). If more space is needed you may attach another sheet.

Indicate the Number of Copies Requested:

Hold for current grades.

Indicate semester course taken

Hold for degree posting.

Indicate semester degree earned

Hold for grade change.

Indicate course

Specialized instructions:

Transcripts are only faxed to another University or College. If you would like your transcript faxed, please include the following information:

University/college name:

Fax number:

Person or department receiving the transcript:

Signature: _____

With few exceptions, state law gives you the right to request, receive, review and correct information about yourself collected on this form. There is no charge for transcripts sent by regular mail. If you need overnight mail service please contact the Registrar's Office at 806/651-4911.