

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, **for registration purposes only.**

REQUEST FOR OFFICIAL TRANSCRIPT

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

All information is considered confidential.

WT Student ID# or SSN: _____ Date: _____

Last Name: _____ First Name: _____

Middle Name: _____ Date of Birth: _____

Any former names: _____

Current Address: _____

City: _____ State: _____ Zip Code: _____

Would you like to change your address on record at WTAMU to this address? Yes___ No___

Daytime phone: _____ E-mail: _____

Dates of attendance at WTAMU or WTSU: 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: _____

Specialized instructions: _____

___ Sealed in separate envelopes.

___ Hold for current grades.

Indicate semester course taken _____

___ Hold for degree posting.

Indicate semester degree earned _____

___ Hold for grade change.

Indicate course & semester _____

Transcripts can be faxed to another University or College to meet registration deadlines. Faxed copies are UNOFFICIAL. If you need your transcript faxed, please include the following information:

University/college name: _____ Fax number: _____

Person or department receiving the transcript: _____

Signature : _____ **(will be returned for signature if unsigned.)**

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.