



**OFFICIAL
TRANSCRIPT
REQUEST**

Office of the Registrar

900 Wood Rd., Box 2000 Kenosha, WI 53141

PHONE: (262) 595-2281 FAX: (262) 595-2283

(TYPE OR PRINT)

NAME _____
LAST FIRST MI

Former Names: _____

Student ID# _____

CURRENT STREET ADDRESS _____

CITY STATE ZIP

PHONE NUMBER (Daytime preferred) BIRTH DATE

Number of Transcripts:

UW-PARKSIDE

Other: _____ College of Racine (Dominican College)
_____ Mount Saint Paul
_____ St Luke's School of Nursing

MAIL TRANSCRIPTS TO:

INVALID UNLESS SIGNED:

➤ SIGNATURE OF STUDENT _____ Date _____

OFFICE USE ONLY: SID _____
HOLD: N or Y with _____ REQ# _____
TYPE: OS _____ OI _____ HOLD for: Grades _____ Degree _____
AMT PAID _____ CASH / CK# _____ Rec'd by _____
DATE MAILED / PICKED-UP _____ Prepared by _____

All transcripts mailed or given to student are stamped:
"ISSUED TO STUDENT IN SEALED ENVELOPE"

➤ **DO NOT OPEN - Transcript official only in sealed envelope.**

Service Requested: (CHECK ONE)

___ \$ 8.00 per copy: PICK-UP* or MAILED within 5 Business Days**.

___ \$12.00 per copy: PICK-UP* immediately or MAILED within 24 HOURS.

* Photo ID required to pick-up transcripts.

___ \$30.00 per copy: OVERNIGHT DELIVERY.

REQUEST MUST BE RECEIVED BEFORE NOON. Delivery cannot be made to a PO Box, complete street address must be provided.

___ \$8.00 per copy: MAILED AFTER GRADES are RECORDED for current term (Transcripts with Incomplete "I" or No Report "NR" will be sent.)

___ \$8.00 per copy: MAILED AFTER DEGREE is RECORDED.

PAYMENT MUST ACCOMPANY REQUEST

ALL FINANCIAL OBLIGATIONS MUST BE RECONCILED BEFORE TRANSCRIPTS WILL BE RELEASED

Faxed requests must include credit card billing information

Card Type: MasterCard / Visa / Discover

Name on Card: _____

Card # _____ Exp Date: _____

CVV Security Code _____ (on back of card)

Office Use Only: Authorization # _____

Due to the Family Rights and Privacy Act of 1974 the student's signature is required for release of transcripts.

Spl 6/09

**Plan ahead:
Due to a system upgrade
transcripts will be unavailable from
August 14 – 21.**

** These do not count as business days for processing time.