

Office of the Registrar

300 Washington Avenue • Chestertown, MD 21620 PHONE 410-778-7299 • FAX 410-810-7159

EMAIL registrar@washcoll.edu WEB registrar.washcoll.edu

TRANSCRIPT REQUEST FORM

Students and alumni may use this form to request that an official or unofficial transcript of their academic record be issued on their behalf. This transcript will include all grades and credits earned for each semester of study, along with current degree program status or graduation information. An official transcript will arrive printed on security paper, sealed in an envelope, and will bear the signature of the Registrar along with the seal of the College. Unofficial transcripts appear on white paper and will not include the signature or seal. Only unofficial transcripts may be faxed to a recipient. Per federal law, no transcript or grade information may ever be emailed by the Registrar's Office to a student or to a third party.

Instructions:

- 1. Complete and submit this form. You must complete one form per transcript recipient.
- 2. In keeping with the Family Education Rights and Privacy Act of 1974 (as amended), transcripts are issued only upon written signed request or by other express and verified authorization of the student.
- 3. Transcript requests may take up to five business days to process (longer during holidays and registration periods).

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Full Name at Time of Attendance		Date of Birth (mm/dd/yyyy)
		, , , , , , , , , , , , , , , , , , , ,
Degree Program / Major	Years of Attendance	Washington Coll. ID# or last 4 of SSN
		☐ Employment ☐ Scholarship
Current Street Address		☐ Grad School ☐ Study Abroad
		☐ Transfer to:
Current City, State, ZIP, Country		Other:
		Grier.
Current Email Address	Current Telephone Number	Reason for request (optional)
I request and authorize Washington College to send a transcript of my academic record to the following:		
Name of Recipient or Organization		Check here if you wish to send more than one copy of your transcript to this recipient.
Address		Number of copies: (four maximum per week)
City		Check here to pick up your transcript directly from the Registrar's Office.
State	Zip	☐ Check here to have the Registrar's Office hold this request until the current semester's grades
Official Transcript	Unofficial Transcript	have been posted.
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Student Signature Date of Request		
FOR OFFICE USE ONLY Date received: Hold for processing on: Completed: Rev. 12/12/2012		