

## Wabash College Transcript Request Form

1. Transcript requests must be made in writing. We are bound by Federal law not to release academic records without written authorization from the student. Turnaround time is usually 1-2 business days from the time we receive the request. Request must contain your handwritten signature.
2. We do not fax or email transcripts. However, requests, bearing the students signature, may be faxed or emailed to the Registrar's Office.
3. Mail to address below, or fax requests to 765-361-6432, or email the scanned requests to zorgerp@wabash.edu.
4. There is a \$5.00 fee for each transcript requested. Payment should be made payable to Wabash College. Transcripts requested by fax or email may be sent via the Postal Service **BEFORE** payment is received.
5. Mail requests and payments to:

WABASH COLLEGE  
Attn: Registrar's Office  
PO Box 352  
Crawfordsville IN 47933

### YOUR INFORMATION:

Name: \_\_\_\_\_

Years Attended or Graduated: \_\_\_\_\_

Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

***For current Wabash students only:***

*Issue now* \_\_\_\_\_

*Hold for Current Semester's Grades* \_\_\_\_\_

*Mail* \_\_\_\_\_

*Pick up:* \_\_\_\_\_

### COMPLETE MAILING ADDRESS WHERE TRANSCRIPT IS TO BE SENT:

Name of Company or Institution: \_\_\_\_\_

Attention of: \_\_\_\_\_

Street Address 1: \_\_\_\_\_

Street Address 2: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Number of transcripts requested: \_\_\_\_\_

Hand Written Signature \_\_\_\_\_ Date: \_\_\_\_\_

### NOTES:

1. Official transcripts are printed on official transcript paper and include the seal of the college and the signature of the Registrar. Unofficial transcripts are copies that do not bear the official seal or signature of the Registrar.
2. Transcripts will not be mailed in separate, signed sealed envelopes unless specifically requested
3. A receipt will be mailed to your address.