



### Official Transcript Request Form

From the time your request is received in our office, please allow: <ul style="list-style-type: none"> <li>• 3-5 business days for regular processing</li> <li>• 7-10 business days for processing at the beginning or end of a semester</li> <li>• 7-10 business days for processing if you attended prior to 1983</li> </ul> <ul style="list-style-type: none"> <li>- Each student is allowed up to four free transcripts (special processing is extra), after which there is a \$5 per transcript charge.</li> <li>- If you have a hold or financial indebtedness prohibiting the release of your transcripts, the hold must be removed before your transcripts will be issued.</li> <li>- A letter releasing your transcripts to a friend or relative MUST accompany this form if they are picking it up or mailing your transcript for you. The letter must be signed and dated by you and include the name of the person picking up the transcript.</li> </ul>		Send all transcript requests to:  <b>Weber State University</b> Records Office 1102 University Circle Ogden, UT 84408-1102 Phone: (801) 626-6100 Fax: (801) 626-6936
		Today's Date
W-Number or Social Security Number	Date of Birth	
Name (please print) Last	First	MI
Former Name(s)	E-mail Address	
Street Address	Contact Number	
City	State	Zip Code
<b>Mail To:</b> (if transcripts are to be mailed to more than one address, please attach a list.)		<b>Fax To:</b> <b>Faxes are UNOFFICIAL</b>
Name:  Company/School  Street Address  City, State/Country  Zip Code  Number of Copies to this address		Fax Number:  <hr/> Attention to:  <hr/>
Please Check One: <ul style="list-style-type: none"> <li><input type="checkbox"/> Mail Immediately</li> <li><input type="checkbox"/> Mail after final grades are posted for the current semester</li> <li><input type="checkbox"/> Mail after degree is posted</li> <li><input type="checkbox"/> Mail Multiple personal transcripts in separately sealed envelopes</li> </ul>		Special Processing Fees <ul style="list-style-type: none"> <li><input type="checkbox"/> Domestic Express Mail—Add \$20</li> <li><input type="checkbox"/> International Express—Add \$40</li> </ul>
<b>Signature: (required by law)</b>		