

Ohio Wesleyan University

Official Transcript Request

Please Type or Print Legibly
Your Name and Address:

_____ (_____)
Last First Middle Former Name

Street Address

City State Zip Code

(_____) _____
Daytime Phone Number Student ID Number / Social Security Number

Last Year Attended

Mail To: Number of Transcripts _____

City State Zip Code

Country

Mail To: Number of Transcripts _____

City State Zip Code

Country

Please check all that apply:

- SEND PICKUP
- Attach form that is provided

Hold transcripts until:

- Degree is posted
- Current grades are posted
- Other _____

Cost per transcript:

\$5.25 per transcript.

(Faxed transcript requests will be held until payment has been received.)

Please include a **check or money-order payable to Ohio Wesleyan University with your request.**

Transcript requests may be mailed or faxed to:

Office of the Registrar
Ohio Wesleyan University
61 South Sandusky Street
Delaware, OH 43015

(Fax) 740-368-3210

Unofficial copies of transcripts are not available for graduates and former students of Ohio Wesleyan University.

Please allow 5 business days to process the transcripts. (This may vary depending on the time of year.)

Signature Date