



Office of Academic Records and Registration
OFFICIAL TRANSCRIPT REQUEST

Please complete the requested information below and allow 2-4 business days for processing of standard transcripts.

Please read: As of November 2009, transcript requests are now submitted electronically through the National Student Clearinghouse.

However, requests can still be submitted directly to Wheelock College using this form.

- 1. Please mail form to: Academic Records and Registration, Wheelock College, 200 The Riverway, Boston, MA 02215. Requests cannot be faxed.
2. All financial obligations to the college must be met before a transcript can be released.
3. A fee of \$8.00 is charged for each copy. Make check or money order payable to Wheelock College.
4. Use a separate form for each address to which you are sending transcripts.

Today's Date

Wheelock ID Number (current students)

Last Name

First Name

M.I.

Former Name

Street Address

City

State

Zip

Please reach me by:

Preferred contact information (telephone number, email address)

Date of Birth

Social Security Number (used to locate your record)

Signature (requests cannot be processed without an original signature)

Additional information (check all that apply):

I am currently a student at Wheelock.

I am not currently attending Wheelock.

Dates of Attendance: From

To

If you withdrew, what year?

Degree Earned (if applicable)

Degree

Year

Number of transcripts requested:

Send Now

Hold for semester grades

Hold for degree conferral

Hold for pick up

Please mail transcript(s) to: (if different from address above)

Name of institution or agency

Attention

Street Address

City

State

Zip

Office Use Only:

Mail in

Walk in

Paid \$

Cash

Check #

Hold on Account:

Yes

No

Logged in

Date completed

Initials

Notes