

Wesleyan University Transcript Request

Registrar's Office
237 High Street
Middletown, CT 06459
(860) 685-2810 FAX (860) 685-2601

Step 1: Print form. Complete and sign it. The cost per transcript is \$5.00 for Alumni and \$3.00 for current students.
If ordering sets i.e., (BA/MA) or (BA/GLSP), cost is \$5.00 per set.

Step 2: Mail the completed form to the above address.

Note: Please use multiple forms, if transcripts are to be sent to more than one address.

Normal processing time required is 5 working days.

For Wesleyan Office Use Only

Amt Due: \$..... Paid Billed Payment Rec'd Student Acct Refund: \$.....

Date Request Received: Date Mailed:

Date Transcript Faxed: Duplicate Issued: Not Processed For:

Hold Released/By: Processed By:

of Transcripts: Date of Request:

Date of Birth: WesId: or SSN:

Class Year: Degree year: College of Letters College of Social Studies

Wesleyan Degree: BA MA/PHD MALS/CAS GLSP Other

Hold for: Current Grades Degree Grade Change Summer Session(s)

Additional Comments or Instructions:

_____ Last Name	_____ First Name	_____ Middle Name	_____ (Name while enrolled)
_____ Street		_____ Apt.	_____ Daytime Phone
_____ City	_____ State	_____ Zip Code	_____ E-Mail Address

Please print below the address your transcripts are to be sent to (for use in a window envelope). Delays may occur due to incomplete or illegible addresses.

Student Signature

Requests cannot be processed without a signature. The enclosed transcript is sent at the request of the student.