



# Official Transcript Request

Western Kentucky University  
Office of the Registrar  
Potter Hall  
270.745.5448

**Student Information** WKU ID: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Legal Name: \_\_\_\_\_  
 Last Name First Name Middle Former Names

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

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

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Did you attend WKU prior to 1990? Yes No Dates of attendance at WKU: From \_\_\_\_\_ to: \_\_\_\_\_

Transcripts are \$10.00 each.  
 Total number of transcripts requested: \_\_\_\_\_

*Please check mail delivery option on right.  
 International mailing requests should be made through National Student Clearinghouse.*

**Mail Transcript to:** (If additional addresses are necessary, please list on a second sheet)

\_\_\_\_\_  
 Name/School/Organization:

\_\_\_\_\_  
 Street Address

\_\_\_\_\_  
 \_\_\_\_\_

City State Zip

**To pay by credit card:**

Credit Card # \_\_\_\_\_ Exp Date: \_\_\_\_\_

In accordance with Federal Law and KRS 164.283, records cannot be released without the written consent of the student. Official transcripts will not be released until all obligations to the University have been satisfied.

**X** \_\_\_\_\_  
 Student Signature Required Date

**Mail Delivery Options** *check appropriate box*

WKU uses the USPS for delivery requests. WKU is not responsible for delays in delivery by the USPS. Prices are subject to change. A complete mailing address with full street address or PO Box, city, state and zip code must be included for mailed requests.  
**Please include all additional delivery costs to your transcript total in your check or money order.**

**Standard First Class-**  
*No additional cost*  
 Delivery within 5-7 days to most locations.

**Priority Mail-**  
*\$8.75 additional delivery cost*  
 Delivery within 2-3 days to most United States locations.

Requests with check, money order or credit card information may be mailed to:

**Office of the Registrar  
 Western Kentucky University 1906  
 College Heights Blvd #11017 Bowling  
 Green KY 42101-1017**

Requests with credit card information may be submitted at <https://seureshare.wku.edu/filedrop/registrar>.

For Office Use Only:  
 Holds: Y N