



UNDERGRADUATE TRANSCRIPT REQUEST

Payment must accompany request

Graduate School Only Transcripts can be ordered by clicking on this link:

Undergraduate/Special Student Transcript Request

Official Undergraduate/Special Student

Unofficial Undergraduate/Special Student Transcript (Can only be sent to student. No payment required (skip payment section below))

_____ Number of Copies x \$10.00 for each transcript (Normally three days (Overnight delivery available - Call 414-229-3800 (touch1, then 7) for details))

Domestic UPS Overnight delivery is available for an additional \$13.00 service fee. International UPS delivery is charged at the international rate.

Note: All transcripts issued to students will be stamped "Issued to Student." Hand delivered transcripts are not normally accepted by receiving organizations.

Student Information

First Name: _____ **Middle Initial:** _____ **Last Name:** _____

Student ID/Social Security Number (999999999): _____ **Phone Number (999999999):** _____

Former or Maiden Name: _____ **Birth Date (YYYY-MM-DD):** _____

Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Are you presently attending UWM? Yes No

If no, when did you last attend UWM? Semester: Year: _____ as Undergraduate as Graduate

Have you received a UWM degree? Yes No **Type:** _____ **Date Awarded:** _____

Send Transcript Information

Send Transcripts (check one):

Now

Hold until grades are available for semester (grades reported as incomplete will be sent out)

Hold until _____ degree/certification is granted for this term: _____
Type of _____ Month/Year

Mail Transcript To: (one address per form)

Please provide a complete mailing address or your transcript request will be delayed.

Read and Sign

All financial obligations to the University must be satisfied or this form will not be processed. Refunds for \$2.00 or less must be requested in writing.

Due to the Family Rights and Privacy Act of 1974, student signature is required for release of transcript

Student's Signature

Date

FAX and Mailing Information

FAX to: 414-229-6940 (undergraduate only)
UW-Milwaukee does not accept confidential credit card information via fax transmissions. Call 414-229-3800 (touch 1, then 7) to verify receipt of fax and provide payment information. It is your responsibility to contact us with payment information. Requests will not be processed until payment is received.

Mail to:
Undergraduate/Special Student Transcripts
University of Wisconsin-Milwaukee
P.O. Box 729
Milwaukee, WI 53201

For Administrative Use Only