

UNDERGRADUATE TRANSCRIPT REQUEST

Payment must accompany request

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

Undergraduate/Special Student Transcript Request

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

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

Official Undergraduate/Special Student Transcript

_____ Number of Copies x \$10.00 for each transcript to be picked up at the Registrar's Office (274 Mellencamp Hall)

_____ Number of Copies x \$12.00 for each transcript to be mailed (Normally mailed out within two business days)

Expedited delivery is available for an additional \$13 fee (domestic addresses). Fees for international expedited delivery vary.

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:** _____

Transcript Information

Send Transcripts (check one): **Hold for pick up and process** (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

Send

Email scanned copy with signature to:
regoff@uwm.edu or fax to: 414-229-6940. UWM-Milwaukee does not accept confidential credit card information via email or fax. Call 414-229-3800 and press 4 to verify receipt and provide payment information. It is your responsibility to contact us with payment information. Requests will not be processed until payment is received.

OR

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

For Administrative Use Only
