



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 (9999999999):** _____

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):

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. UW-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
