

# 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 Official copies x \$12.00 for each transcript to be mailed (Normally mailed out within two business days).

**\*\*THIS FORM MUST BE SUBMITTED WITH A LEGIBLE COPY OF A VALID LEGAL GOVERNMENT ISSUED PHOTO ID (examples: driver's license, state ID, Tribal/Native American ID, or passport)\*\***

## Student Information

**First Name:** \_\_\_\_\_ **Middle Initial:** \_\_\_\_\_ **Last Name:** \_\_\_\_\_

**Student ID/Social Security Number (999999999):** \_\_\_\_\_ **Email address or Phone Number:** \_\_\_\_\_

**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, a "wet" student signature is required for release of transcript. Electronic signatures NOT accepted.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

## Send

**Mail this form with your check or money order, along with a copy of your photo ID, to:**

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

## For Administrative Use Only

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