



Official Transcript Request

Western Kentucky University
Office of the Registrar
Potter Hall
270.745.3351

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 \$13.00 each.
 Total number of transcripts requested: _____

Please review mailing information on the right side.

International mailing requests should be made through National Student Clearinghouse.

Mailing Information

WKU uses the USPS for delivery requests. WKU is not responsible for delays in delivery by the USPS.

A complete mailing address with full street address or PO Box, city, state and zip code must be included for mailed requests.

Please contact the Office of the Registrar, if sending the transcript internationally.

Electronic transcripts are available to students that attended WKU after 1990. To request an electronic transcript, please visit the National Student Clearinghouse at www.getmytranscript.com.

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

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