



Official Transcript Request

Western Kentucky University
Office of the Registrar
Potter Hall
270.745.5448

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 \$7.00 each. *Please check mail delivery option on right.*

Total number of transcripts requested: _____

I would like my transcript (check all that apply):

Mailed immediately

Issued to student (*name and address from above*)

Held for Grades Term: _____

Held until Degree has been awarded Term: _____

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

Mail Delivery Options *check appropriate box*

WKU uses the USPS for delivery requests. WKU is not responsible for delays in delivery by the USPS. Prices are subject to change. A complete mailing address with full street address or PO Box, city, state and zip code must be included for mailed requests. **Please include all additional delivery costs to your transcript total in your check or money order.**

Standard First Class-
No additional cost
 Delivery within 5-7 days to most locations.

Priority Mail-
 \$6.45 additional delivery cost
 Delivery within 2-3 days to most locations.

Express Mail-
 \$23.75 additional delivery cost
 Delivery within 1-2 days to most locations.

International Priority Mail
 \$31.95; Canada \$23.95 additional delivery cost
 Delivery within 3-4 days to most locations.

International Express Mail
 \$61.50; Canada \$41.50 additional delivery cost
 Delivery within 2-4 days to most locations.

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 faxed to **270.745.4830**

For Office Use Only:
 Holds: Y N