**OFFICIAL TRANSCRIPT REQUEST**

Below are the steps on how-to request your individual WKU transcript

STEP ONE:  Request on-line

<http://www.wku.edu/registrar/transcript_request.php>

On-line form can be found at the site above; link is on the right hand side of screen - Fill in the form online (requires Acrobat Reader 5.0 or higher) – you can fill in information for immediate request or print off and FAX

STEP TWO:  BY MAIL

**To order your WKU Official transcript by mail**, **a signed request is required.**

Print off the on-line “Transcript Request Form” fill in information and proceed to mail with $7.00 Fee

pay by check, or credit card.

STEP THREE: IN PERSON

If you are on campus, go to Potter Hall (2nd floor- Room 216) and obtain immediate, official copy (Two forms of ID required). This process takes about 10 minutes.

FOR additional information/directions go to <http://www.wku.edu/registrar/>  homepage.