Wilkes University Transcript Request Form

Please remit transcript request to:
Wilkes University
Wilkes Student Services
84 West South Street
Wilkes-Barre, PA 18766
FAX: 1-570-408-3000

Official transcripts may be issued to students ONLY in a signed/sealed envelope. Unofficial transcripts can be printed from your self-service Wilkes account (Interact) using your secure log-in. Transcripts are delivered via U.S. Postal Service. (A faxed transcript is unofficial). There is a fee for unofficial transcripts requested through Wilkes Student Services. If your records are held, for any reason, transcript requests will not be processed. Please submit a new request when your records are cleared. (Immediate processing requires an additional fee of $20 per transcript.)

Please note: Student signature, payment or credit card information is required to process this request. Items with (*) are required information.

Type and quantity of transcripts requested:

Official Transcript (signed & sealed) $15 x _____ = _____
Unofficial Transcript $15 x _____ = _____
Immediate Service (add per transcript) $20 x _____ = _____
FAX (per request) $15 x _____ = _____
Total amount due =

Payment:

___ Cash ___ Check
___ Credit Card
Visa, MasterCard, or Discover
Credit card # _____
Exp. date _____

*Date: _____
*Student Name: _____
*Address: _____
_____
*City / State / Zip _____
*Phone number _____

Former Name: _____
SSN: _____
Wilkes ID (WIN): _____
*Date of Birth: _____

Address where transcript is to be mailed (please list additional request on back of form):

College/Company: _____
Name / Dept: _____
Address: _____
City, State, Zip: _____
FAX number: _____

Check appropriate criteria below:

Program attending/attended: Bachelor's ___ Master's ___ Doctorate ___
___ Currently enrolled at Wilkes Dates of attendance _____
___ Not currently enrolled Graduation date _____
___ Send Transcript immediately **OR** ___ Hold until degree notation is posted
___ Hold for current semester (_____) final grades
___ Hold for change in grade in _____ during _____

_____

***Signature Required** *Please note: Wilkes Student Services keeps a record of the date the transcript was sent. Please follow up with the transcript recipient regarding receipt.*