

Wilkes University Transcript Request Form

Please remit transcript request to:

Wilkes University
Registrar's Office
84 West South Street
Wilkes-Barre, PA 18766
FAX: 1-570-408-4004
registrar@wilkes.edu

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:

Payment:

Official Transcript (signed & sealed)	\$15 x _____ = _____	_____ Cash _____ Check
Unofficial Transcript	\$15 x _____ = _____	_____ Credit Card: Amer. Express,
Immediate Service (add per transcript)	\$20 x _____ = _____	_____ Visa, MasterCard, or Discover
FAX (per request)	\$15 x _____ = _____	Credit card # _____
Total amount due =		Exp. date _____
		Security Code _____

*Date: _____

*Student Name: _____ Former Name: _____
*Address: _____ SSN: _____
_____ Wilkes ID (WIN): _____
*City / State / Zip _____
*Phone number _____ *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 X** _____

Please note: Wilkes Registrar's Office keeps a record of the date the transcript was sent. Please follow up with the transcript recipient regarding receipt.