



1502 East Lauridsen Boulevard, Port Angeles, Washington 98362

## TRANSCRIPT REQUEST FORM

Telephone requests will not be honored.

Last Name: \_\_\_\_\_

First Name \_\_\_\_\_ Middle Name: \_\_\_\_\_

Former Name: \_\_\_\_\_

Student ID or Social Security Number: \_\_\_\_\_

Phone Number:(\_\_\_\_) \_\_\_\_\_

Last date attended: \_\_\_\_\_

Number of Copies to send to the following address or institution.  Enclose \$2.00 per copy.

Mail to:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Western Washington University
- Evergreen State University
- Central Washington University

- University of Washington
- Washington State University
- Eastern Washington University

When should your transcript(s) be processed and forwarded?

- At the end of the current quarter, when grades have been posted to transcripts.
- At the end of the current quarter, when degrees have been posted to transcripts.
- Please hold until corrections are posted
- Please leave at switchboard for pickup (Allow 3 days for processing).
- Send immediately.
- Other \_\_\_\_\_

Signature: \_\_\_\_\_

Mail this form to: 1502 E. Lauridsen Blvd., Port Angeles, WA 98362 with your payment  
Or fax it to (360) 417-6581 with your credit card number, expiration date and zip code. To pay by phone call  
(360) 417-6340 or toll free 1-877-452-9277, ext 6340.