

TRANSCRIPT REQUEST FORM

FAX completed form to: 314-968-7112

All transcript requests must be in writing by the student. Because of the confidential nature of a student's record, transcript request by telephone **will not** be honored. We will process your transcript within 2 working days (we may need up to 5 days during graduation dates) of receipt of the request. If you have a "hold" on your records due to outstanding financial obligations, you will be notified by mail that your transcript has not been processed. At that point, you will need to contact the business office for clarification or for payment. The phone number of the business office is 800-981-9803. **There is no fee for each transcript requested.**

Print Name: _____

Social Security Number _____ Student Number _____

Name while attending Webster (if different from above) _____

Current Address: _____

City _____ State _____ Zip Code _____

Currently Enrolled at Webster University (circle one): YES NO

If YES, for which term (circle one): Fall Spring Summer Year: _____

If NO, when did you last attend? _____

If you are a Webster graduate, when did you graduate? _____

Please indicate your classification by circling one of the following:

Undergraduate (BA) MAT MA MBA DAM Non-degree Workshop only

_____ Send now. Do not hold for grades for current term.

_____ Hold for grades for current term which ends _____
month year

_____ Hold for conferral of degree to be received _____
month year

_____ Hold for credit by examination/transfer of credit _____
name of school

_____ Hold for change of grade in _____

Number of copies to be sent _____

Mail to: _____

Mail to: _____

(PLEASE GIVE FULL ADDRESS WHERE TRANSCRIPT SHOULD BE SENT, INCLUDING ZIP CODE).

Signature of Student Date

(THIS REQUEST MUST BE SIGNED AND DATED BY THE STUDENT. UNDER THE GUIDELINES OF PUBLIC LAW 93-380 (BUCKLEY AMENDMENT) RECORDS OF A STUDENT MAY BE RELEASED ONLY WITH THE STUDENT'S WRITTEN PERMISSION.)