

TO: INCOMING STUDENTS IN THE MA/MBA GRADUATE PROGRAMS
AT WEBSTER UNIVERSITY

To assist you in requesting your transcript, please mail this form to the school where you obtained your undergraduate degree and include any fees required to process this request. Using this form will assure you that your transcript will arrive at the proper department at Webster University.

Failure to furnish Webster University with an **official** transcript will cause **dismissal** from the program. Transcripts issued to students are **not** considered official transcripts for admission purposes.

TRANSCRIPT REQUEST

TO: Office of the Registrar - _____
Name of Institution

I hereby give my consent to release my transcript to Webster University.

I was enrolled from _____ to _____

Enclosed is \$ _____ transcript fee.

Please send an official transcript to:

Dean - School of Business and Management
Webster University
470 East Lockwood Avenue SV 238
St. Louis, MO 63119

Signature of Student

Student Name (print or type)

Former Name

Present Address

Social Security # and/or Student #

City/State/Zip

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