

WEBSTER UNIVERSITY TRANSCRIPT REQUEST

There is no charge for transcripts. Requests are usually processed within two working days. If you have a hold on your records as a result of an outstanding financial obligation to the University, you will be notified by mail. If you have questions about your transcript request, call **1-800-987-3447**.

Fax completed form to **314-968-7112** or mail to **Webster University, Registrar's Office, 470 E. Lockwood Ave., St. Louis, MO 63119**.

STUDENT INFORMATION	Full Name:	
	Former Name (if applicable):	
	Student ID or Social Security Number:	
	Street Address:	
	City, State, Zip:	
	Date of Birth:	
	Email:	
	Home Phone:	Cell Phone:
TRANSCRIPT REQUEST	<input type="checkbox"/> Send transcript as is.	
	<input type="checkbox"/> Send after grades post for the _____ term.	
	<input type="checkbox"/> Send after degree conferral at the end of the _____ term.	
SIGNATURE	Signature:	
	Date:	

Transcripts sent to students are marked "Issued to Student." These are mailed **to the address listed above** and are sent in one envelope regardless of the number of copies requested. To receive them in separate envelopes, indicate that below.

Number of Copies: _____ Separate Envelopes? _____

Transcripts sent to an institution or agency are marked "Official Transcript." To request one, provide full address below.

Name: _____ Mailing Address: _____ _____ _____
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Name: _____ Mailing Address: _____ _____ _____
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Number of Copies: _____

Number of Copies: _____