

Transcript Request

Mail to:
Washington State University Tri-Cities
Transcript Request
2710 University Drive
Richland, WA 99354
or fax to: 509-372-7494
Questions? Call 509-372-7498
or kharper@tricity.wsu.edu

- A transcript request will NOT be processed if you have a debt at WSU
- If you know of possible changes being made to your academic record, please verify that corrections have been made prior to placing the order.
- A check or money order must be included if you are not using a VISA or MC for payment.
 - \$5.00 per transcript for **REGULAR** service. This transcript will be mailed via US First Class within three business days or ready to pick up after 3 p.m.
- \$10.00 per transcript for **RUSH** service. Mailed out **US First Class mail** or ready for pickup after 3 p.m. on the next business day.
- This request can be faxed to the number listed above.

Personal Information (print clearly)

Last Name	First Name	Middle Name	Former Name	
Street Address	Apt#	City	State	Zip Code
WSU ID#	Social Security # (optional)*	Date of Birth (mo/da/year)	Home Phone	

Last attendance at WSU: 19 ____ or 20 ____ Fall Semester Spring Semester Summer Session

Transcript Request Information:

____ Copies at \$5.00 (Regular Services) ____ Copies at \$10.00 (Emergency Services)

Check one box only:

- Process now
- Process after my degree is posted. Degree date: ____ / ____ / ____

Transcript Delivery Information:

- I will pick up my transcripts at WSU Tri-Cities Registrar's Office West 201 after 3 p.m (a photo ID is required)
- Mail my transcript to: _____
Attach additional addresses on a separate page. _____

Credit Card Billing Authorization: (VISA or MasterCard)

Card# _____ 3 Digit Security Code _____ Expiration Date _____

Print name as it appears on credit card	Required Authorization Signature	Day Phone
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Billing address for credit card (if different from above) _____

Student Authorization (transcripts will not be released without the student's signature.)

I hereby authorize the release of my WSU transcripts _____
Student's Signature

*It is unlawful for WSU to deny any individual any right, benefit, or privilege provided by law because the individual refused to disclose his/her Social Security number except in very limited circumstances. WSU request the voluntary disclosure of your Social Security number on this form. If provided, WSU will use your Social Security number for verification of records.