



UNIVERSITY OF WASHINGTON
TRANSCRIPT REQUEST
 OFFICE OF THE REGISTRAR

Student Name (Last)		(First)	(M.I.)	Date of Birth
Previous/Former Name(s)				
Daytime Phone		Email address		Student Number
Give approximate dates of attendance at University of Washington			Social Security Number* (Voluntary) ____ - ____ - ____	
Indicate number of copies you are requesting <input type="text"/>			*PRIVACY ACT STATEMENT: The University has requested your Social Security Number to enable the processing of information efficiently. Disclosure is voluntary.	
Address or Addresses where you want your University of Washington transcript sent. <i>(Attach an additional sheet if there are more than 2 addressees.)</i>				
Address 1			Address 2	
<input type="checkbox"/> See additional sheet for more addressees.				

AUTHORIZATION

(This order will not be placed without your signature authorizing the transaction.)

Your Signature _____ Date _____

If mailing the request:

- Include a check or money order to cover the **\$9 per copy** transcript fee
- Make check or money order payable to the University of Washington
- Send your written request to: **UW Transcript Office
Box 355850
Seattle, WA 98195-5850**

If faxing the request:

- You must include a Visa or MasterCard number and the Expiration Date must be included. **We will not process** any faxed request that is missing the credit card information requested on this form.
- Visa MasterCard
- Name to whom credit card is issued: _____
- Credit card number _____ Card expires (month) _____ (year) _____
- The fax number of the Transcript Office is: **206-616-3222**

(Please allow 48 hours before checking on the fax request, as the staff needs time to process it.)

If there is a problem:

- Please include a **Daytime Phone Number** or **Email address** (above) so we can reach you quickly if there is a problem

If you have Questions:

- Email: regoff@u.washington.edu

Double Check:

- Is credit card information filled in, including the expiration date?
- Have you signed the form before faxing or mailing?