

**Student Administrative Services  
Unofficial Transcript Request**

**Please print or type**

Student ID/Last 4 SSN: \_\_\_\_\_

Student Name: \_\_\_\_\_  
Last First Middle

Former Name(s): \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Current Address: \_\_\_\_\_  
Street City State Zip

Current email address: \_\_\_\_\_ Phone: \_\_\_\_\_

**ALL TRANSCRIPTS WILL BE SENT AS IS. IT IS THE STUDENTS' RESPONSIBILITY TO ENSURE THAT ALL GRADES AND DEGREES HAVE BEEN POSTED PRIOR TO SUBMITTING REQUEST.**

**PLEASE SELECT ONE OF THE FOLLOWING:**

Call for Pick-up: (\_\_\_\_\_) \_\_\_\_\_

Fax: (\_\_\_\_\_) \_\_\_\_\_

Mail: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Attention: \_\_\_\_\_

Email Address: \_\_\_\_\_  
\_\_\_\_\_

- Allow 3-5 business days to process the Unofficial Transcript. Requests received during the beginning and end of the month may be delayed. **PICTURE I.D. REQUIRED TO PICK-UP TRANSCRIPTS.**
- Please use a separate form for each transcript request.
- Requests will not be accepted from, or released to, third parties without a FERPA Release Form.
- **All transcript requests must have a physical signature.**

I understand that by signing this authorization, I am waiving my rights of nondisclosure of these student records under the Family Educational Rights and Privacy Act (FERPA) only as to the person or entities specifically listed herein. I understand that this release includes, and is not limited to, non-directory information such as grades and GPA. I understand that my documents will be sent via mail, email or over an open fax line and may be viewed by parties other than intended recipient. I will not hold Western International University liable for faxing, emailing or mailing of my records. This form must be physically signed.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please send by mail to:

**Registrar's Office  
Western International University  
1601 W Fountainhead Parkway  
Tempe, AZ 85282**

Or send by fax or e-mail to:

**Fax: 602.366.1457  
E-mail: [inquiries@west.edu](mailto:inquiries@west.edu)**