UNIVERSITY OF WASHINGTON

TRANSCRIPT REQUEST

OFFICE OF THE REGISTRAR

Student Name (Last) (First) (M.I.)		Date of Birth (M/D/YY)
Previous/Former Name(s)		
Daytime Phone	Email address	Student Number

Give approximate dates of attendance at University of Washington

Indicate number of copies you are requesting

Social Security Number* (Voluntary)

_____ – _____ – _____

*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.
Attach an additional sheet if there are more than 2 addressees.

Address1

Address 2

☐ See additional sheet for more addressees.

AUTHORIZATION

This request will not be processed without a hand written signature, please note electronic signatures are not accepted as authorization.

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 (MM) _____ (YY) _____
- 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?