

TRANSCRIPT REQUEST FORM

Last Name	First Name	M.I.
Address	City	State Zip
() Telephone #	Date of Birth	Social Security Number
Student ID # if known	Other Names Used	
<input type="checkbox"/> Yes <input type="checkbox"/> No Graduated	Dates of Attendance	
Student Signature	Date	

<p>REGULAR SERVICE</p> <p><input type="checkbox"/> Mail <input type="checkbox"/> Pick up</p> <p>Number of copies requested: <input style="width: 50px;" type="text"/></p> <p>\$10.00 per transcript</p> <p>Transcripts will be processed within 10 business days.</p>	<p>RUSH TRANSCRIPT SERVICE</p> <p><input type="checkbox"/> Mail <input type="checkbox"/> Pick up</p> <p>Number of copies requested: <input style="width: 50px;" type="text"/></p> <p>\$30.00 Rush Fee, additional transcripts are \$10.00 each.</p> <p>Rush Transcript(s) will be processed within 2 business days.</p>
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Save Money...Order Your Transcripts Online!

West Coast University has partnered with National Student Clearinghouse for transcript ordering. Orders can be placed online, 24 hours a day and can even be sent electronically*. To access this feature, please visit your student portal at <https://myportal.westcoastuniversity.edu>. Students who attended/graduated WCU prior to May 1997 cannot use this service and must order

	1) Online PDF Transcripts \$5.00
	2) Online Orders, picked up or mailed \$7.50
	3) Orders Placed at Campus \$10.00

* Additional fees apply

MAIL TRANSCRIPT TO:

Name:

Address: City: State: Zip:

FOR BUSINESS OFFICE USE ONLY

Amount Paid: Date: Initials:

FOR REGISTRAR'S OFFICE USE ONLY

Date Received: Initials: