

WISCONSIN LUTHERAN COLLEGE

TRANSCRIPT REQUEST FORM

INSTRUCTIONS:

Delays may occur due to incomplete or illegible addresses. Legibly complete this form and include the name of the recipient and the complete postal address. If transcripts are to be sent to more than one address, please write additional addresses on the back of this form.

- I will pick up the transcript(s)
- I would like my transcript(s) sent to a recipient

What is the purpose of this transcript request?

- This transcript is being requested for employment purposes.
- This transcript is being requested for a scholarship/insurance discount.
- This transcript request is for transferring to another institution.
- This transcript request is for _____.

SEND RECORD TO:

Additional address(es) on back

RECIPIENT NAME

INSTITUTION/LOCATION NAME

STREET ADDRESS

CITY, STATE, ZIP

REQUESTOR INFORMATION:

LAST

FIRST

M.I./MAIDEN NAME

STUDENT ID# / SOCIAL SECURITY NUMBER

DATES OF ATTENDANCE

DAY PHONE

EMAIL ADDRESS

LEGAL HOME PERMANENT ADDRESS

NUMBER OF OFFICIAL TRANSCRIPTS

TOTAL AMOUNT DUE:

NUMBER OF UNOFFICIAL TRANSCRIPTS

ADDITIONAL INSTRUCTIONS:

SEND TRANSCRIPT IMMEDIATELY

HOLD FOR DEGREE POSTING

HOLD FOR CURRENT SEMESTER GRADES

Transcript Fees:

- There is no fee for current WLC students
- \$2.00 per official transcript
- \$1.00 per unofficial transcript
- Note: Transcripts may be withheld if overdue obligations to WLC have not been satisfied.
- Make checks payable to Wisconsin Lutheran College

Return this Request Form to:

Wisconsin Lutheran College
Office of the Registrar
8800 W Bluemound Rd
Milwaukee, WI 53226

PRINT REQUESTOR NAME

SIGNATURE

DATE

PLEASE PRINT LEGIBLY – BE SURE TO SIGN AND DATE ON THE BOTTOM LINE