

Wilkes University Transcript Request Form

Please remit transcript request to:

Wilkes University • Wilkes Student Services • 84 West South Street • Wilkes-Barre, PA 18766

FAX: 1-570-408-3000

Official transcripts may be issued to students ONLY in a signed/sealed envelope. Unofficial transcripts can be printed from your self-service Wilkes account (Interact) using your secure log-in. Transcripts can be delivered via U.S. Postal Service or fax (unofficial transcript only). There is a fee for unofficial transcripts requested through Wilkes Student Services. If your records are held, for any reason, transcript requests will not be processed. Please submit a new request when your records are cleared.

Please note: Student signature, payment or credit card information is required to process this request. Items with (*) are required information.

*Date: _____

*Student Name: _____

Former Name: _____

*Address: _____

SSN: _____

Wilkes ID (WIN): _____

*City / State / Zip _____

*Phone number _____

*Date of Birth: _____

Address when transcript is to be mailed (please list additional request on back of form):

College/Company: _____

Name / Dept: _____

Address: _____

City, State, Zip: _____

FAX number: _____

Type and quantity of transcripts requested:

Payment:

Official Transcript (signed & sealed) \$15 x _____ = _____

Unofficial Transcript \$15 x _____ = _____

Immediate Service (per transcript) \$20 x _____ = _____

FAX (per request) \$15 x _____ = _____

Total amount due = _____

___ Cash ___ Check

___ Credit Card

Visa, MasterCard, or Discover

Credit card # _____

Exp. date _____

Check appropriate criteria below:

Program attending/attended: Bachelor's ___ Master's ___ Doctorate ___

___ Currently enrolled at Wilkes Dates of attendance _____

___ Not currently enrolled Graduation date _____

___ Send Transcript immediately **OR** ___ Hold until degree notation is posted

___ Hold for current semester (_____) final grades

___ Hold for grade change in _____ during _____
course semester

***Signature Required** Please note: Wilkes Student Services keeps a record of the date the transcript was sent. Please follow up with the transcript recipient regarding receipt.