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: ____________________________________________
__________________________________________
*City / State / Zip ____________________________ *Date of Birth: ____________
*Phone number ____________________________

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 _____ = _____ ______ Cash ______ Check
Unofficial Transcript $15 x _____ = _____ ______ Credit Card
Immediate Service (per transcript) $20 x _____ = _____ Visa, MasterCard, or Discover
FAX (per request) $15 x _____ = _____ Credit card # ____________________________
Total amount due = ____________ 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.