Wilkes University Official Transcript Request Form

Please remit transcript request to:
Wilkes University Registrar's Office
84 West South Street
Wilkes-Barre, PA 18766
registrar@wilkes.edu

Official paper transcripts may ONLY be issued to students in a signed/sealed envelope. Transcripts are delivered via U.S. Postal Service. 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 and payment or credit card information is required to process this request. Items with (*) are required information.

Type and quantity of transcripts requested:
Official Transcript (signed & sealed) $20 x _____ = _____ **(Total Amount Due)**

Payment:
CASH CHECK CREDIT CARD
VISA MASTERCARD AMERICAN EXPRESS OR DISCOVER Credit Card #_____
Exp. date ____ / _____ Security Code _____

*Today's Date _____
*Student Name _____ Former Name _____
*Address _____ SSN _____
_____ Wilkes ID (WIN) _____
*City / State / Zip _____ Email Address _____
*Phone number _____ *Date of Birth _____

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

College/Company _____
Name / Dept _____
Address _____
City / State / Zip _____

Check appropriate criteria below:

Program attending/attended ___ Bachelor's ___ Master's ___ Post-Grad Cert ___ 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 change in grade in _____ during _____

***Signature Required X** _____