

Transcript Request

Please fill out form, print, sign, and mail, e-mail or fax to:

University of Wyoming Office of the Registrar
Dept. 3964, 1000 E. University Ave., Laramie, WY 82071
Phone: (307)766-5272; Fax: (307)766-3960
E-mail: rr-transcript@uwyo.edu

Date _____ Number of Copies Requested- Limit 5 (per day) _____

Name of Student _____ "W" ID or SSN _____

Date of Birth _____ Name(s) Attended Under if Different Than Above _____

Email Address _____ Phone # _____

Student Signature _____

Please note: Transcript cannot be sent or released without student's signature

Please note:

- Use a separate form for each addressee
- All items on this form must be completed for processing
- Financial obligations to the University of Wyoming must be satisfied before transcripts can be released

Select an Option:

Will pick up in person (generally available 1-2 business days after request is received – no charge)

Same-Day Service – Limit 2 (\$10.00 charge – pick-up only)

E-mail Service – Limit 1 (generally sent within 1-2 business days - no charge)

ATTN: (Who will this be sent to?) _____

PLEASE PRINT CLEARLY

Recipient's E-mail Address: _____

Verify E-mail: _____

Send Transcript to (use a complete address; generally mailed within 1-2 business days - no charge):

ATTN:

Are you currently enrolled at UW? Yes No

If not, please list your last date of enrollment (semester/year) _____

If Outreach/correspondence, list last course number and date _____

Please check if applicable:

Seal with Registrar's stamp on back of envelope

Please allow additional time for processing during busy times of the year, such as at the end of a semester.