## 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.