Transcript Order Form

Print name as it appears on your official University record.

<table>
<thead>
<tr>
<th>LAST NAME</th>
<th>FIRST</th>
<th>MIDDLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>FORMER LAST NAME</td>
<td>FIRST</td>
<td>MIDDLE</td>
</tr>
</tbody>
</table>

UW STUDENT #, OR SOCIAL SECURITY #

DATE OF BIRTH

UW EMAIL (PREFERRED)

CURRENT MAILING ADDRESS

CITY

STATE

ZIP

CONTACT PHONE

ACADEMIC MAJOR

□ UNDECLARED

DATES OF ATTENDANCE AT UW TACOMA

FROM: □ AUT □ WIN □ SPR □ SUM YR__________

TO: □ AUT □ WIN □ SPR □ SUM YR__________

MAIL TRANSCRIPT TO: (PLEASE PRINT)

If transcripts are to be sent to more than one address, use additional forms.

□ OFFICIAL TRANSCRIPT (3-5 DAY TURNAROUND)

Number of Copies Requested: _________

$11.00 X _________ = $________

□ SAME DAY TURNAROUND (IN-PERSON ONLY)

Number of Copies Requested: _________

$11.00 X _________ = $_______ + $15.00 = $_______

METHODS OF PAYMENT:

• Charge Student Account: CURRENT STUDENTS ONLY
• Cash: IN PERSON ONLY at Cashier’s Office (Do NOT mail cash)
• Visa or MasterCard: ONLINE ONLY (myuw.washington.edu)
• Check: IN PERSON OR BY MAIL (payable to “UW Tacoma”)

MAIL REQUEST WITH PAYMENT TO:

University of Washington Tacoma
Attn: Transcript Request
Campus Box 358433
1900 Commerce Street
Tacoma, WA 98402-3100

IN-PERSON at the Cashier’s Office in Carlton 400.

□ I will pick up in MAT 253 (photo ID required)

□ Mail immediately to address at left.

□ Hold for current quarter grades, then mail.

□ Hold for changes, then mail.

□ Degree/certificate expected. Hold until posted, then mail.

□ Same-day turnaround: In-person only

□ Current student: Charge to account

□ Former student: Complete form and make payment at Cashier’s Office (CAR 400), then take form for transcript processing to the Registrar’s Office (MAT 253).

X Student signature (required)

For pick-up orders, if you have not picked up your order after 30 days, your transcript will be mailed to the address listed above.

FOR OFFICE USE ONLY

Amount Paid $________

Processed by ____________ Date ____________ □ ID CONFIRMED