



The College of William and Mary
Office of the University Registrar
PO Box 8795
Williamsburg, VA 23187-8795
(757) 221-2800 registrar@wm.edu

OFFICIAL TRANSCRIPT REQUEST FORM

FEE: \$7.00 per copy (undergraduate and graduate records are included, and are considered one copy). **Make check payable to "The College of William and Mary."** In person payments may be made to the Bursar's Office during regular business hours. The College does not currently accept credit/debit card payments for transcripts. **No transcripts will be released until ALL financial obligations to the College are satisfied.**

PLEASE PRINT:

Last Name	First	Middle	Name while enrolled / PLEASE LIST ALL PRIOR NAMES
Address			Student ID Number (SSN if enrolled prior to summer 2003)
City	State	Zip Code	Date of Birth
() Daytime Telephone			Email Address
Date(s) of Attendance at W&M: _____ to _____			Are you currently enrolled at W&M? Yes _____ No _____

PLEASE INDICATE WHEN TO PROCESS/SEND:

- HOLD processing until _____ degree is posted.** (BA, BS, MA, PhD, etc.) **HOLD processing until current semester grades are posted.**
- PROCESS/SEND NOW -- **Typical processing time is 3-5 business days from date of receipt.**

I understand that my official transcript will be delivered via the method selected below and that any holds currently on my record will prevent release of my transcript.

<i>Student Signature</i>	<i>Date</i>
<i>Privacy Act: To protect your right to privacy, transcripts will not be released without your signature.</i>	

PLEASE INDICATE DELIVERY METHOD:

- Will pick up at the Office of the University Registrar.
- *Picture ID required for pick up.*
 - *Signed release required if transcript will be picked up by someone other than student.*
 - *Transcripts picked up in person are addressed to the student and bear the stamp "Official Transcript Issued to Student in Sealed Envelope" and are issued in a sealed envelope.*
- Send ELECTRONIC transcript via eSCRIP-SAFE™ to the recipient below:
- **Available for students enrolled for period 1986 to Present**
 - Please see Registrar's Office web site for full details regarding electronic transcripts.
- Mail to the recipient below:
- **Print complete name and address clearly.**
 - Delays may occur due to incomplete or illegible addresses.
 - One copy will be mailed unless otherwise indicated.
 - Attach a separate sheet if more than two recipients are requested.

FOR OFFICE USE ONLY:

Number of Copies requested: _____

Payment amount received: \$ _____

___ Attachment(s) enclosed No. of Copies: _____

Name _____

Address _____

City _____ State _____ Zip Code _____

Email address – for ELECTRONIC transmittal ONLY

___ Attachment(s) enclosed No. of Copies: _____

Name _____

Address _____

City _____ State _____ Zip Code _____

Email address – for ELECTRONIC transmittal ONLY