



**WILLIAM
& MARY**
CHARTERED 1693

William & Mary
Office of the University Registrar
Blow Memorial Hall Room 240
PO Box 8795
Williamsburg, VA 23187-8795
(757) 221-2800 Fax: (757) 221-2151
transcripts@wm.edu

UNOFFICIAL TRANSCRIPT REQUEST

The first copy of an unofficial transcript is provided free in one calendar year; thereafter, the fee is \$7.00 per copy. Make check payable to "William & Mary." Payments made in person should be made to the Bursar's Office during regular business hours via cash or check. The University does not currently accept credit/debit card payments. Transcripts will not be released until ALL financial obligations to the University are satisfied. You may photocopy an unofficial transcript. *Typical processing time is 3-5 business days from date of receipt.*

SECTION A STUDENT INFORMATION

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
Are you currently enrolled at W&M? Yes _____ No _____			Date(s) of Attendance at W&M: _____ to _____

SECTION B FORWARDING INSTRUCTIONS

Select one (1):

- Hold for Pick Up by me (*photo ID required for all pickups*)
- Permit _____ to pick up on my behalf. (*Photo ID is required.*) _____
Signature required above for pick up.
- Fax to Number: () _____ Attn: _____
Company/Organization: _____ Phone: () _____
NOTE: Use Cover Sheet on next page for ease of transmission
- Mail to: (please print address clearly) _____

City State Zip

SECTION C STUDENT ACKNOWLEDGEMENT

To protect your right to privacy, transcripts will NOT be released without your signature.

Student Signature (No font or electronic signature) _____
Date

*****FOR OFFICE USE ONLY*****

Free Copy: ____ YES ____ NO Pickup / Mailed / Faxed (Circle One): *Initials* _____ *Date* _____

Revised: 3/2019