

TRANSCRIPT REQUEST

MAIL FORM TO: Transcript Request, Office of the Registrar,
Westminster College, 319 S. Market Street, New Wilmington, PA 16172

OR FAX: 724-946-6337

YOUR **CURRENT FULL NAME** AND **CURRENT HOME ADDRESS:**

PLEASE PRINT CLEARLY

Name while attending school, **if different than above.**

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SOCIAL SECURITY NUMBER

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WESTMINSTER STUDENT ID#

If not a current student, only SSN# is required.

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BIRTHDATE (MM/DD/YYYY)

CELL #:

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HOME #:

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YOUR EMAIL: _____

Are you currently enrolled? Yes No

If not, the date last enrolled: _____ Semester/Year

Graduate Coursework Undergraduate Coursework

Have you received a degree from Westminster College?

None

Bachelor's _____
Month/Year

Master's _____
Month/Year

STUDENT SIGNATURE:



Form **MUST** be printed **AND** signed before mailing or faxing to the Registrar's office.

SPECIAL INSTRUCTIONS

- Send now (as is)
- Hold for current semester's grades
 - Fall Spring Summer
- Hold for Posting of Degree (allow extra time)
- Hold for Grade Change

NUMBER OF COPIES:

MAIL TRANSCRIPT TO: (provide full mailing address) Also specify dept. or person to whom transcript should be addressed.

PLEASE PRINT CLEARLY

■ TO ENSURE PROMPT AND ACCURATE PROCESSING, PLEASE COMPLETE ALL SECTIONS OF THIS FORM!

- Submit a separate form for each mailing address.
- Allow 3-5 working days for processing.
- Additional processing time should be expected during peak periods of the academic year, such as the beginning and end of each semester.
- All financial holds and/or other obligations to Westminster College must be resolved before a transcript is released.
- Transcripts show all work completed at Westminster.
- Official transcripts are issued in official sealed envelopes.
- **Official transcripts are sent first class mail only. NEVER faxed or emailed.**
- No fee is required with this form.
- Questions? Registrar: 724-946-6336 or 724-946-7138

(Office Use Only)