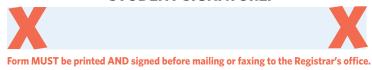
WESTMINSTER COLLEGE

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

PLEASE	PRINT	CLE	ARL	·			
Name while attending s	school,	if di	ffere	nt th	nan a	bov	e. '
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lave you received a degree fr	om We	stm	inste	er Co	llege	?	
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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 CLEARY

- 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)