



TRANSCRIPT REQUESTS

To obtain a transcript you must do one of the following.

If you are not currently a student:

1. Come into the student center between the hours of 7:30 - 4:00. You may also mail in your request by downloading the attached request form.
2. Fill out a transcript release form. Please put your name, maiden name, phone number, DOB and Graduation date if applicable and where you would like the transcript sent to. Be sure to sign the transcript form.
3. There is a dollar fee for each transcript sent.

If you are currently a senior you will need to:

1. Fill out a transcript release form (the first three (3) transcripts are free; there will be a \$1.00 charge after the third transcript.)
2. If you are applying online-attach the counselor form that you download from your application. If you are filling out a paper application, please attach the whole application. Some schools do not require a counselor form; you may skip this step then.
3. Include an envelope addressed to the proper school with no return address on it. Please include 2 stamps on the envelope.

Please do not put a return address

Stamp	Stamp
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UW-Your School Applying to
Attn: Admissions Office
1234 Whatever Address it is
Wherever, WI 12345