

# TRANSCRIPT ORDER FORM

Submit form to the Office of the Registrar at the Husky Hall Welcome Center, or by mail to  
18115 Campus Way NE, Box 358500, Bothell, WA, 98011.

Allow 2-3 business days for processing of all orders. Make checks payable to: *University of Washington Bothell*

*Print Name as it appears on your official University Record.*

Last Name		First Name		Middle Name (if applicable)	<input type="checkbox"/> <b>Official Transcript</b> (\$11.00 per copy) Payable by cash or check at the Cashiers Office How many transcript(s) are you ordering? ____
Former Name(s)		UW Student # or Social Security Number		Date of Birth (Month / Day / Year)	
Daytime Phone Number ( )		UW Email Address		Did you attend UW before 1981? <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> <b>Unofficial Transcript</b> (Free: Limit 1) Additional transcripts are available on MyUW  <b>FOR OFFICE USE ONLY</b> Processed by: Date:
Current Street Address					
City		State		Zip Code	

**Method of Delivery:**

- Pick-up the at the Front Desk**  
 -Picture ID required  
 -Within 2-3 business days
- Mail the transcript(s) to:**  
 Address provided above  
 Address, on the right

**Check the appropriate boxes below:**

- Process my order immediately  
 Process my order after grades from the current quarter are posted  
 Process my order after my degree is granted  
 Hold for changes, (please specify): \_\_\_\_\_

Name/Organization	
Street	
City	State/Province
Zip Code	Country (if not U.S)

*\*Overseas mailing will be sent by regular mail, allow at least 2-3 weeks for delivery.*

**Student Signature (Required)** \_\_\_\_\_

**Today's Date** \_\_\_\_\_