



CENTRAL WASHINGTON UNIVERSITY

Dear Student,

At the bottom of this letter is a Central Washington University Transcript Request Form. This form entitles you to ONE FREE CWU transcript at the conclusion of your study abroad program. Items marked with an asterisk (*) are required fields.

NOTE – We recommend that you have your transcript sent directly to your college or university for credit transfer. If possible, please include a specific person’s name with the address in the “Send Transcript To” field. (Ask your home campus study abroad advisor if you’re unsure who should receive your transcript.) If you receive your transcript directly and open it, it will no longer be considered official and cannot be submitted to your home institution for credit.

Once you’ve completed this form and before you depart for your program, please return the bottom portion directly to:

Study Abroad and Exchange Programs
Central Washington University
400 East University Way
Ellensburg, WA 98926-7407

If you require additional transcripts from CWU, you may complete another transcript request form online by visiting www.cwu.edu and searching for “Registrar.” Each additional transcript costs \$7.00.



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Please print or type all information.

* Social Security Number: - -

* Student name and address:

* Send transcript to:

REQUEST FOR TRANSCRIPTS

Transcripts will not be released until financial obligations are cleared. Transcripts from other institutions must be obtained from that institution.

Number of transcripts requested: 1

Former names:

* Date of birth:

* Daytime phone:

Date first attended: QTR * YEAR

Date last attended: QTR * YEAR

Mail now: YES NO
Hold for degree: YES NO
Hold for completion of current quarter: YES NO

X SIGNATURE OF STUDENT DATE

Office use only: Amount paid: Receipt number: