INDIANA WESLEYAN UNIVERSITY

Registrar's Office + 4201 S. Washington St. + Marion, IN 46953 + 765-677-2131

REQUEST FOR TRANSCRIPT

Please print and complete the form below. Signature and payment method must be provided in order for request to be processed.

Once the form is completed either fax the form to 765-677-2662

or mail the form to: Attn: Registrar's Office

Indiana Weslevan University

=== Office Use Only ===		
Date Received:	Amount Due:	
Payment Method:	Amount Paid:	
Special Instructions:		

4201 S. Washington St. Marion, IN 46953	,		
Below Information Is Required In Order For Transcript Request To Be Processed			
Name: (Last)		liddle) (Maiden)	
Address:		Zip Code:	
•	Alternate Phone #:		
Student ID# or Social Security #			
Last Semester/Yr Attended	Email Address:	(Please Print)	
Hold for Semester Grade (Y/N)	Hold for Degree (Y/N)	(Please Pilit)	
Total Number of Transcripts Requested: \$3.00 each for transcripts sent regular mail or picked up at the Registrar's Office. \$10.00 each for faxed transcripts. (Please include fax number and mailing address for faxed transcript requests. An unofficial transcript will be faxed and an official transcript will be mailed to the same location only.) Payment can be made with Check, Money Order, Visa, Mastercard, or Discover. If paying by credit card please provide the Account Number, Expiration Date and V-Code**. Checks or Money Orders should be written to Indiana Wesleyan University. Payment: Checks Manage Orders Checks or Money Orders the			
Check Money Order	Check or Money Order #: Account #:		
☐ Visa ☐ Discover	-	V-Code*: Amount Enclosed:	
** The general rule for identifying the V-Code is that	t it is the last portion of any number in t	the signature block which is not part of your account number.	
Signature Required For Transcript Request To Be Processed Signature: Date:			
☐ Mail ☐ Fax # Of Trans Name: Address:			
City:Fax Number:		Zip Code:	
	cripts To Be Sent To Below Ad	ddress	
Address:			
Fax Number:			

^{**} Please allow 2-3 business days to process mailed requests and 24 hours to process faxed requests. **