



Office of Academic Records and Registration

OFFICIAL TRANSCRIPT REQUEST

Please complete the requested information below and allow 2-4 business days for processing of standard transcripts.

Please read: As of November 2009, transcript requests are now submitted through the National Student Clearinghouse at http://www.getmytranscript.com and selecting Wheelock College. However, requests can still be submitted directly to Wheelock College Academic Records using this form.

- 1. Please mail form to: Academic Records and Registration, Wheelock College, 200 The Riverway, Boston, MA 02215. Requests cannot be faxed.
2. All financial obligations to the college must be met before a transcript can be released.
3. A fee of \$8.00 is charged for each copy. Make check or money order payable to Wheelock College.
4. Use a separate form for each address to which you are sending transcripts.
5. Complete instructions are available online at: http://www.wheelock.edu/academics/academic-records-and-registration/faqs.

Today's Date

Wheelock ID Number (current students)

Last Name First Name M.I. Former Name

Street Address City State Zip

Please reach me by: Preferred contact information (telephone number, email address)

Date of Birth Social Security Number (used to locate your record)

Signature (requests cannot be processed without an original signature)

Additional information (check all that apply):

- I am currently a student at Wheelock.
I am not currently attending Wheelock.

Number of transcripts requested:

Dates of Attendance: From To

- Send Now
Hold for semester grades
Hold for degree conferral
Hold for pick up

If you withdrew, what year?

Degree Earned (if applicable) Degree Year

Please mail transcript(s) to: (if different from address above)

Name of institution or agency Attention

Street Address City State Zip

Office Use Only:

- Mail in Walk in Paid \$ Cash Check # Hold on Account: Yes No
Logged in Date completed Initials Notes