WISCONSIN LUTHERAN COLLEGE

TRANSCRIPT REQUEST FORM

INSTRUCTIONS:

Delays may occur due to incomplete or illegible addresses. Legibly complete this form and include the name of the recipient and the complete postal address. If transcripts are to be sent to more than one address, please write additional addresses on the back of this form.

 I will pick up the transcript(s) I would like my transcript(s) sent to a recipient What is the purpose of this transcript request? This transcript is being requested for employment purposes. This transcript is being requested for a scholarship/insurance discount. This transcript request is for transferring to another institution. This transcript request is for 		 Transcript Fees: There is no fee for current WLC students \$2.00 per official transcript \$1.00 per unofficial transcript Note: Transcripts may be withheld if overdue obligations to WLC have not been satisfied. Make checks payable to Wisconsin Lutheran College
SEND RECORD TO:	Additional address(es) on back	Return this Request Form to:
RECIPIENT NAME		Wisconsin Lutheran College
		Office of the Registrar 8800 W Bluemound Rd
INSTITUTION/LOCATION NAME		Milwaukee, WI 53226
STREET ADDRESS		·
CITY, STATE, ZIP	_	
REQUESTOR INFORMATION:		
LAST	FIRST	M.I./MAIDEN NAME
STUDENT ID# / SOCIAL SECURITY NUMBER	DATES OF ATTENDANCE	
DAY PHONE	EMAIL ADDRESS	
LEGAL HOME PERMANENT ADDRESS		
NUMBER OF OFFICIAL TRANSCRIPTS	TOTAL AMOUNT DUE:	
NUMBER OF UNOFFICIAL TRANSCRIPTS	ADDITIONAL INSTRUCTION	ONS:
SEND TRANSCRIPT IMMEDIATELY		
HOLD FOR DEGREE POSTING		
HOLD FOR CURRENT SEMESTER GRADES		

 PRINT REQUESTOR NAME
 SIGNATURE
 DATE

PLEASE PRINT LEGIBLY – BE SURE TO SIGN AND DATE ON THE BOTTOM LINE