



### Official Transcript Request Form

From the time your request is received in our office, please allow:

- 3-5 business days for regular processing
  - 7-10 business days for processing at the beginning or end of a semester
  - 7-10 business days for processing if you attended prior to 1983
- **Each student who attended prior to May 2010** is allowed up to four free transcripts (special processing is extra), after which there is a \$5 per transcript charge.
  - If you have a hold or financial indebtedness prohibiting the release of your transcripts, the hold must be removed before your transcripts will be issued.
  - A letter releasing your transcripts to a friend or relative **MUST** accompany this form if they are picking it up or mailing your transcript for you. The letter must be signed and dated by you and include the name of the person picking up the transcript.

Send all transcript requests to:

**Weber State University**  
 Records Office  
 1102 University Circle  
 Ogden, UT 84408-1102  
 Phone: (801) 626-6100  
 Fax: (801) 626-6936

Today's Date

W-Number or Social Security Number

Date of Birth

Name (please print) Last

First

MI

Former Name(s)

E-mail Address

Street Address

Contact Number

City

State

Zip Code

**Mail To:** (if transcripts are to be mailed to more than one address, please attach a list.)

**Fax To:** **Faxes are UNOFFICIAL**

Name:

Fax Number:

Company/School

Attention to:

Street Address

City, State/Country

Zip Code

Number of Copies to this address

Please Check One:

Special Processing Fees

- Mail Immediately
- Mail after final grades are posted for the current semester
- Mail after degree is posted
- Mail Multiple personal transcripts in separately sealed envelopes

- Domestic Express Mail—Add \$20
- International Express—Add \$40

**Signature: (required by law)**