

## STUDENT TRANSCRIPT REQUEST

**NOTE TO THE APPLICANT (Student):** In most cases you should **NOT** send this request to the office of Admissions, Records, or Graduation. Most Universities process transcript requests through the Registrar's office. However, no two Universities are the same. Check with each University to see which office will process a transcript request for you. It will also be necessary for you to determine if there is a fee required, and if so, how much. [At Weber State University all requests need to go to the Office of Academic Records; and, there is no fee required for an official transcript to be sent across campus to the Master's Program office.]

### **IMPORTANT TO REGISTRAR:**

Enclosed is the fee (if required) to send one official copy of my transcript to:

**MASTER OF EDUCATION PROGRAM  
Weber State University  
1306 University Cir  
Ogden UT 84408-1306  
Fax: (801)626-7427**

### **TO:**

Registrar of  
College/University: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

### **FROM:**

Student's Name: \_\_\_\_\_

Student's Birth Date: \_\_\_\_\_

Social Security No.: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Date(s) Last Attended: \_\_\_\_\_

\_\_\_\_\_  
(Student's Signature)

Date \_\_\_\_/\_\_\_\_/\_\_\_\_