



Official Transcript Request Form

Check box if ordering transcript at office window with yourself as recipient, then complete only shaded areas of form.

Student Name (please print) First	Middle Initial	Last	Today's date
Student Signature (electronic signature will not be accepted)		Student ID or Social Security Number	Student Date of Birth
Former Name(s)		Telephone Number	E-mail Address

ORDER INFORMATION

Number of copies _____ * Transcript Fee (\$7.50/copy) \$ _____ Special Processing Fees (if applicable): Add for each separate address Express-Domestic \$35 \$ _____ Express-International \$70 \$ _____	Cashier's Office Stamp _____ (or ask for and include Receipt Number , if paying Cashier's Office over the phone at 801-626-8006)	Please Check One: <input type="checkbox"/> Send immediately. <input type="checkbox"/> Send after final grades are posted at the end of this semester. <input type="checkbox"/> Send after degree is posted at the end of this semester.
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Check here if including additional recipient addresses on back of form (or additional sheet).

RECIPIENT INFORMATION

SEND ELECTRONIC OFFICIAL TRANSCRIPT TO THE **UNDERGRADUATE** ADMISSIONS OFFICE AT:

<input type="checkbox"/> BRIGHAM YOUNG UNIVERSITY	<input type="checkbox"/> SOUTHERN UTAH UNIVERSITY	<input type="checkbox"/> UTAH TECH UNIVERSITY
<input type="checkbox"/> BYU – IDAHO (Rexburg)	<input type="checkbox"/> UNIVERSITY OF UTAH	<input type="checkbox"/> UTAH VALLEY UNIVERSITY
<input type="checkbox"/> SALT LAKE COMMUNITY COLLEGE	<input type="checkbox"/> UTAH STATE UNIVERSITY	<input type="checkbox"/> WESTMINSTER COLLEGE
<input type="checkbox"/> SNOW COLLEGE	<input type="checkbox"/> USU EAST (formerly Coll. of Eastern Utah)	<input type="checkbox"/> WESTERN GOVERNORS UNIVERSITY

OR, MAIL TO:

Recipient Name		(optional) Attention:
Street Address		
City	State/Country	Zip Code

Send completed form to:

MAIL:

Weber State University
Records Office
3885 West Campus Dr. DEPT1102
Ogden UT 84408-1102

E-MAIL (as pdf or jpg file attachment):

records@weber.edu

Allow 3-5 business days for regular processing. More time may be needed for records older than 1983, or during peak ordering periods.

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 signed & dated authorizing release of your transcripts to a friend or relative MUST accompany this form if they are picking it up or mailing your transcript for you.

* Students who attended prior to May 2010 are allowed a total of four free transcripts (special processing is extra), after which there is a \$7.50 per transcript charge.

OFFICE USE ONLY: Processor Initials _____ Date processed _____ NOTES: _____