



5000 Saint Paul Ave., Lincoln, NE 68504

Fax: 402-465-2565

Email: registrar@nebrwesleyan.edu

*Use separate form for each request. Please print legibly; a handwritten signature is required.
A transcript will not be released if an obligation to the University exists (e.g., business office hold).
Allow up to one week for processing.
Transcripts released to students will be stamped "Issued To Student."
Payment of transcript fee (\$8 per copy) is required before transcript(s) is released.
We encourage you to order transcripts online for a reduced fee at getmytranscript.org.*

Registrar's Office Use Only

Date Received: _____

Date Processed: _____

Processed By: _____

Free: _____

Paid: _____

Cash

Check Check # _____

Card

Student notified of hold: _____

Date picked up: _____

STUDENT INFORMATION AND SIGNATURE:

Name: _____

NWU ID Number: _____

Previous Last Name(s): _____

OR

SSN: _____

Current Address: _____

Date of Birth: _____

City, State, Zip: _____

Phone: _____

SIGNATURE: _____

(handwritten signature required)

Date: _____

TRANSCRIPT REQUEST:

Number of copies requested: _____ (\$8 per copy)

When needed: ___ Now

___ After current grades recorded

___ After degree awarded

(approximately two weeks after semester ends)

(approximately three weeks after degree completed)

How want transcript released:

Additional Instructions: _____

___ I will pick up (will be stamped "Issued to Student")

___ Mail to: Name: _____

Address: _____

City, State, Zip: _____

___ Document to be included: (Attach the Document and identify the document below):

PAYMENT INFORMATION:

- I am paying with cash and attaching the cash to this form.
- I am paying with a check, made payable to *Nebraska Wesleyan University*, and attaching the check to this form.
- I am paying with a debit/credit card and my debit/credit card information is:

Visa MasterCard Discover

Expiration Date: _____ Security Code: _____

Card Number: _____

My name as it appears on the card: _____

Signature: _____

Card member agrees to pay total in accordance with agreement governing use of such card. Chargebacks and declined transactions may be subject to an additional handling fee.