

Transcript Request Form

Office of Records & Registration



UWL charges a \$10.00 fee for each set of transcripts (undergraduate and graduate records are considered one set).

Failure to complete this entire form may result in a delay in the issuance of your transcript.

Due to the Family Rights and Privacy Act of 1974, **your signature is required** for the release of a transcript.

For more transcript information or to order online: www.uwlax.edu/records/transcript-request-procedure/

Last Name: _____ First Name: _____ MI: _____

Former Name(s): (please list ALL) _____

Date of Birth (mm/dd/yyyy): _____ ID Number (or SSN): _____

Email: _____ Phone: _____

Current Address: _____

City: _____ State: _____ Zip code: _____

Number of Copies: _____ (\$10 per set)

Status: _____

When to Send: _____

First Term Enrolled: _____

Year: _____

Last Term Enrolled: _____

Year: _____

I hereby give consent to have my transcript released to the recipient(s) listed below.

Signature _____

Recipient Name & Address:

Recipient Name & Address:

Special Instructions:

Mail completed, signed form & check (payable to UW-La Crosse) to:

UW-La Crosse Records & Registration

Attn: Transcripts

1725 State St

La Crosse, WI 54601

Questions?

records@uwlax.edu

608.785.8576

Note: All transcripts sent to the students are stamped "issued to student". Not all institutions (colleges, employers, etc.) will accept these transcripts as official, even if they are in sealed envelopes. It is up to the student to verify with the receiver if transcripts need to be sent directly from UWL.