



WARNER UNIVERSITY

# Transcript Request Form

The transcript is the permanent academic record of the student. It contains all courses taken at the University, course grades, credits attempted, credits earned, quality points, and the grade point average. Approved transfer credits are also on the transcript. The Social Security Number will not appear on the transcript unless requested.

Name \_\_\_\_\_  
Last First Middle

Name while attending Warner \_\_\_\_\_

Social Security # (required) \_\_\_\_\_

E-mail address \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone Number ( ) \_\_\_\_\_

Currently enrolled at WU  YES  NO, last enrolled \_\_\_\_\_

For Office Use		
Received	_____	_____
	Date	Initials
S.A. Approval	_____	_____
	Date	Initials
Processed	_____	_____
	Date	Initials
Posted	_____	_____
	Date	Initials

### INSTRUCTIONS

Please fill out one request form for each address to which you are requesting transcripts to be sent. Official transcripts are processed twice weekly, typically Tuesday and Thursday afternoons, at the cost of \$5.00 per transcript. The first official copy is free. Official transcripts for emergency situations can be processed the same day as the request at a cost of an additional \$5.00 for a total of \$10.00 per transcript. Rush requests must be paid by cash, credit or debit through our cashiers office. Upon signing this request form, you acknowledge the \$5.00 charge for each transcript. You further agree to make payment in full prior to services being completed.

All financial obligations to the University must be paid, including, but not limited to, tuition, fees and fines. Payment must be collected in full prior to services being completed. If you wish to fax your request you may do so by faxing to (863) 638-2503.

If you choose this method, payments must be made with MasterCard, Visa, Discover or American Express through our Cashier's Office at (863) 638-7216. If you would like to mail your request, you may enclose a check or money order for the appropriate cost and mail to Warner University Attn: Registrar's Office, 13895 Highway 27 Lake Wales, FL 33859. All requests paid by check will be held for 7 days in order to allow time for payment to clear. Requests may be delivered in person and paid in cash to the Office of the Registrar.

### HANDELING PREFERENCE

- Send this Week
- Pick up this Week
- RUSH, process immediately (add \$5 "Rush fee" per transcript)  
or
- Hold for degree posting
- Hold for this term's final grades.  Fall  Spring  Summer
- Hold until grade change is processed. Course \_\_\_\_\_
- Other \_\_\_\_\_

### DELIVERY PREFERENCE

- Mail to the attention of /address or
- Fax to the attention of /fax# (unofficial transcripts or certification of enrollment letters only)

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### PAYMENT

	Cost	Specify Quantity	Rush Fee (add \$5/transcript)	Total Cost
Official Academic Transcript	\$5.00			
Unofficial Academic Transcript	free			
Certification of Enrollment Letter	free			

Payment Method:  Paid Cashier  Enclosed Check or Money Order  No payment required

STUDENT'S SIGNATURE \_\_\_\_\_ Date \_\_\_\_\_