



WILLIAM JEWELL COLLEGE

Office of the Registrar ✧ Box 1025 ✧ 500 College Hill ✧ Liberty, MO 64068
Phone: 816-415-5979 ✧ Fax: 816-415-5005

TRANSCRIPT REQUEST

PLEASE NOTE:

- 1. Please allow 2-3 business days for processing of transcripts (longer during peak times).
2. Requests for RUSH processing (within 24 hours) = \$10 additional rush fee (no same-day mail service after 11:00 am)
3. All applicable blanks must be completed. Your signature is required by Federal law for your transcript to be issued.
4. Unless currently enrolled, all transcripts are \$5.00 each, payable at time of request (plus fax and/or rush fees, if applicable).
5. Pay with cash, check, or money order only - WE CANNOT PROCESS DEBIT CARDS OR CREDIT CARDS. (Sorry!)
6. Transcripts will not be issued for former students who still have a financial obligation to the College or other holds.
7. William Jewell College's student information release policy strictly complies with all federal regulations pursuant to the Family Education Rights and Privacy Act (FERPA).

YOUR INFORMATION:

Please PRINT clearly

Form with fields for (LAST NAME), (FIRST), (MIDDLE), (SOCIAL SECURITY NO.), (STREET ADDRESS), (DATE OF BIRTH), (CITY), (STATE), (ZIP), (HOME PHONE OR CELL PHONE)

All Previous Names under which you were enrolled (maiden, married, etc.):

Reason for Request: [] Employment [] Grad School [] Scholarship [] Transferring [] Other

YOUR STATUS: Please check one.

Form with checkboxes for CURRENTLY ENROLLED STUDENT, WJC GRADUATE (GRAD YEAR:), FORMER STUDENT-DID NOT GRADUATE FROM WJC: LAST YEAR ATTENDED: (approximate)

YOUR ORDER: Additional recipients listed on reverse side or separate sheet with info requested. Yes No

Form with fields for TOTAL NUMBER OF TRANSCRIPTS (\$5.00 / Transcript), No. Official (sealed envelope), No. Unofficial, PICK UP IN PERSON AT REGISTRAR'S WINDOW, FAX TO: Attention: (Additional \$5 Fax Fee), MAIL TO: (SELF), (DEPARTMENT, COLLEGE, OR AGENCY), (OFFICE OR PERSON'S NAME), (STREET ADDRESS / P. O. BOX), (CITY), (STATE), (ZIP)

PROCESSING INSTRUCTIONS: Please check one.

Form with checkboxes for SEND NOW (Regular Processing-2-3 days), RUSH! (24-Hour Turnaround-Additional \$10 Rush Fee, no overnight mail), HOLD FOR CURRENT SEMESTER GRADES TO BE POSTED (Typical processing time: 7-10 days after end of semester), HOLD FOR GRADUATION INFORMATION TO BE POSTED (Typical processing time: 2-3 weeks after end of semester), OXBRIDGE? Check here if Oxbridge Major and you wish to include Oxbridge Honors Program description with transcript.

(YOUR SIGNATURE-REQUIRED BY LAW) (DATE) (It is against the law to order transcripts for anyone other than yourself!)

FOR OFFICE USE ONLY:

Form with fields for DATE RECEIVED, TOTAL DUE, PAID, Cash, Check, Check No., BILL, DATE PROCESSED, BY