Transcript Request Form for Concordia University Wisconsin

Please print, complete, sign, and fax, email or mail to:
Registrar's Office    FAX: 262.243.2610
Concordia University Wisconsin    Phone: 262.243.4345
12800 North Lakeshore Drive    Email: registrar@cuw.edu
Mequon, WI 53097-2402

Please provide the following information about yourself:
Name: ___________________________________________________________________________
Maiden or other name: ____________________________________________________________
Address: _______________________________________________________________________
Home phone: ____________________________________________________________________
F00 #: ____________________ or Social Security #: __________________________________

Signature __________________________________ Date: __________________________
Student signature is required for release of transcripts.

Requesting:
_____ Official transcript(s) (Please indicate number of transcripts requesting)

Billing (please check preference; $8 each per official transcript)
_____ Payment enclosed-NO PERSONAL CHECKS
_____ Please bill my credit card.

If paying by credit card:
Name on credit card (if different from student): ________________________________
Credit card type: _____ MasterCard _____ Visa _____ Discover
Credit card number: __________________________________________________________
Credit card expiration date: _________________________
Card Security Code _________________________ (three digits)
Zip Code for Billing: ________________________________

_____ Unofficial transcript (one unofficial transcript allowed per request-no fee required)
(If we are faxing the unofficial transcript, please indicate fax # below)
Please fax unofficial transcript to (______)____________________
Attention: ________________________________________________

Concordia should send the transcript to:
Name ____________________________________________
Address __________________________________________
__________________________
__________________________

Additional Information:
_____ Currently enrolled
___ OR
Dates of Attendance ____________________________
Other remarks ________________________________

Check those statements that apply:
_____ Mail immediately
_____ Hold for current term grades
_____ Hold for graduation posting
_____ Will pick up transcript
_____ Transferring at the end of the current term

Official and unofficial transcripts can be mailed or picked up. Only unofficial transcripts can be faxed.

*Please print clearly. Thank you!*