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

*Please print clearly. Thank you!*

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