



**DAKOTA WESLEYAN
UNIVERSITY**

1200 West University Avenue, Mitchell, SD 57301-4398

Registrar's Office

Phone: (605) 995-2642

Fax: (605) 995-2643

Email: registrar@dwu.edu

Transcript Request Form

Rush Order \$10
(Processed in 2 business days)

Name _____ Maiden name/other _____

Current Address _____ Home Phone # _____

_____ Cell Phone # _____

_____ Campus ID # _____

_____ Social Security # _____

_____ Birth date _____

E-Mail Address _____

Are you a current student? Yes ___ No ___ Last year of attendance at DWU _____

Should we hold your transcript to include the current semester's grades? Yes _____ No _____

Purpose of release _____

Address(es) where to send (use additional paper if needed):

Number of Copies _____

Number of Copies _____

Written Signature _____ **Date** _____

Transcript Requests are processed within 7-10 business days at no charge unless a Rush Order is requested. Requests will not be processed if the student's account is not paid in full at the DWU Business Office or if the student has a defaulted loan or a past due Stafford (formerly GSL) or Perkins (formerly NSDL) loan.

Rush Orders \$10

Cash/Check Charge Credit Card # _____ Expiration Date _____

OFFICE USE ONLY

Business Office Approval _____ Date _____

Transcript sent Date sent _____ Initials _____
 Transcript picked up Date ready _____ Initials _____
 Transcript faxed Date faxed _____ Initials _____