Transcript Request Form

Records, Registration, & Veteran Services Office • 3838 Livernois Road, P.O. Box 7006, Troy, MI 48007-7006
P 248-823-1660 • F 248-823-1662 • records@walshcollege.edu

Transcripts will be processed within 24-48 hours and cannot be faxed. Unofficial copies can be mailed or picked up. Official copies are mailed directly to a third party. Questions? Call 248-823-1660 or e-mail records@walshcollege.edu.

| Student ID# __ ___ __ ___ __ ___ (Or if not recently enrolled, last four of SSN XXX - XX - __ __ __) |
| Name: | | | |
| Last | First | Middle | Former Name |
| New Address? | Yes / No | Street | City | State | Zip |
| Phone (required): | | | Purpose: |
| Home | Business |

- [ ] Currently enrolled
- [ ] Attended 1990 or later
- [ ] Attended 1989 or earlier

Number of transcripts: _____

- [ ] Within 24-48 hours
- [ ] After grades are posted
- [ ] After degree is posted

**Unofficial transcript(s):**

*Students can only receive unofficial transcripts stamped “issued to student”.*

- [ ] I will pick up transcripts on: ____________
- [ ] On demand
- [ ] Mail to home address above

**Official transcript(s):**

*Are only mailed directly to a third party.*

Mail my transcripts to the following address.

Note: **If address is not legible or complete, transcripts will not be sent.**

In accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974, transcripts can be released only upon written authorization of the student. Official transcripts issued to Walsh College from other colleges and universities are furnished in confidence and are considered part of the student’s educational record. Therefore, duplication of previous college transcripts will not be permitted.

X

Signature authorizing issuance of transcript(s). Text signatures will not be accepted. Date

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[Signature]

Date