

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/e-mailed. 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.

Select a processing type:

<input type="checkbox"/> Regular (24-48 hours)	No Fee
<input type="checkbox"/> Expedited Domestic FEDEX Overnight Priority	\$25 (United States only) Pay fee online: https://www.walshcollege.edu/TranscriptPayment . Payment and request must be received by 3 p.m. on normal business days for same day processing. We <i>cannot mail</i> to a PO Box.
<input type="checkbox"/> Expedited International FEDEX Overnight Priority	\$75 (including Canada & Mexico) Pay fee online: https://www.walshcollege.edu/TranscriptPayment . Payment and request must be received by 3 p.m. on normal business days for same day processing. We <i>cannot mail</i> to a PO Box.
<input type="checkbox"/> "On Demand" <i>unofficial</i> copies @ Troy Campus	\$10 Pay fee online: https://www.walshcollege.edu/TranscriptPayment . If you are paying on campus, use a secure kiosk station.

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: _____

Process: 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):
Students can only receive unofficial transcripts stamped "issued to student".

Mail my transcripts to the following address. Note: **If address is not legible or complete, transcripts will not be sent.**

Recipient Address

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