



## UNOFFICIAL TRANSCRIPT REQUEST FORM

This form is for requesting an Unofficial transcript for pick up or mail only. Transcript requests to be emailed have to be requested as an Official transcript through Parchment.com

**PLEASE NOTE:**

- Please allow 3-5 business days for processing and adequate time for mailing
- Student's photo id is required to pick up a transcript
- Current students can view an unofficial transcript via Self-Service Banner under student services tab.
- All third-party requests must be submitted through Parchment.com

**Print clearly and complete all information below, or your request cannot be processed.**

### STUDENT INFORMATION

Student Name: \_\_\_\_\_

Previous/ Maiden Name: \_\_\_\_\_

Student ID/ Date of Birth: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Currently enrolled at UWG?      Yes      No

Known Dates of Attendance: \_\_\_\_\_

### RECIPIENT INFORMATION

**Will Pick-up (no address needed)**

**Mail to the address below:**

**Email to the address below:**

**Company:** \_\_\_\_\_ **Attn:** \_\_\_\_\_

**Street/PO Box:** \_\_\_\_\_

**City/State/ Zip:** \_\_\_\_\_

**Email address:** \_\_\_\_\_

**Please submit this form with valid photo ID.**

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_