



TRANSCRIPT REQUEST FORM
OFFICE OF THE REGISTRAR • 601 SOUTH COLLEGE ROAD
WILMINGTON, NORTH CAROLINA 28403-5618
PHONE: 910-962-3125 FAX: 910-962-3887
HTTP://WWW.UNCW.EDU/REG

Cost: \$5.00 per transcript
 Payment may be made in cash, check,
 VISA/MasterCard, or the UNSea Card.
Please make checks payable to UNCW.

Requests are usually processed within two business days.
 Cost of the transcript includes all coursework attempted at UNCW (both undergraduate and graduate) and 1st class USPS postage to destination.

Student Information

Full Name: _____ **Student ID #:** _____
Last First Middle

Name Attended Under: _____ **Date of Birth:** ____/____/____
(If different than current name) (MM/DD/YYYY)

Permanent Address: _____ **Phone:** _____
Street 1

_____ **E-mail:** _____
Street 2

_____ **Graduation Year:** _____
City State ZIP

Did you attend UNCW prior to 1985? Yes No Unsure **Approximate dates of attendance:** _____

Request Information

Check one box: MAIL PICKUP Please use a separate request form for each different mailing address.

_____ **copies of official transcript**
 Note: Unofficial copies are available through SeaNet for records AFTER 1985.

Check appropriate box: If mailing, print complete Name, Office, and Address where the transcript is to be sent.

Process immediately **Send To:** _____
 Hold for current semester grades _____
 Hold for posting of degree _____
Name

_____ Street 1

_____ Street 2

_____ City State ZIP

Signature _____ **Date** _____

Transcripts will not be processed without student's signature and payment. Your cancelled check is your receipt.

Payment Information

Faxed requests MUST have credit card payment information indicated on the form to be processed.

Payment Options: Cash Check VISA MasterCard UNSea Card

For Credit Cards Only **Billing Address:**

Card #: _____ - _____ - _____ **Street 1:** _____

Expiration Date (MM/YY): ____/____ **Street 2:** _____

Charge Amount: \$ _____ **City, State, ZIP:** _____, _____

Cardholder's Signature: _____ **Phone: (____) _____**

For Office Use Only

Active (or LA) Inactive No Holds Paid: _____
 Hold Hold Cleared: _____