



**TRANSCRIPT REQUEST FORM**

Office of the Registrar • 2020 East Maple St., North Canton, Ohio 44720-3336  
Phone: 330-490-7367 • Fax: 330-490-7372

FOR OFFICE USE ONLY	
Date Received	Date mailed

1. This form is used for requesting unofficial and/or official transcripts.
2. This form may be faxed or mailed to Walsh University.
3. Your transcripts will not be released if you have a financial obligation.
4. Complete a separate request for each institution or person to receive a transcript.
5. No charge for official transcripts for Walsh students. \$5.00 charge for Communicate Institute students.

SOCIAL SECURITY NUMBER/ID NUMBER    —   —

FIRST: \_\_\_\_\_ MIDDLE: \_\_\_\_\_ LAST: \_\_\_\_\_

Previous name(s) if applicable: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: (     ) \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

Currently enrolled at Walsh University:  YES  NO Date attended: Year First Attended \_\_\_\_\_ Year Last Attended \_\_\_\_\_

Type of transcript requested:  Official  Unofficial Academic Level:  Graduate  Undergraduate  Both

**NORMAL PROCESSING TIME – 72 HOURS**

**Pick up** – picture ID required  
Number of official copies needed \_\_\_\_\_

**Mail to address below**  
Number of official copies needed \_\_\_\_\_

**SPECIAL PROCESSING INSTRUCTIONS**

**Hold** – for current term grades. Term \_\_\_\_\_

Place transcript in **signed and sealed envelope**

**Hold** until degree is conferred Month/Year \_\_\_\_\_

Degree \_\_\_\_\_

**PLEASE SIGN HERE:** Your transcript cannot be released/mailed without your signature.  
I affirm that I am the above-named student. In compliance with FERPA, I hereby give my written consent and authorize Walsh University to release my academic record as indicated.

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_  
(Mandatory for release of transcript: Public Law 93-579, Privacy Act of 1974)

**You are responsible for the address.**  
Mailing address- Limit of four lines for mailing address

\_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

**TRANSCRIPT TO BE SENT TO THIS ADDRESS**

**NOTE:** Window envelopes are used. Transcript requests are normally processed in 72 hours. The largest number of requests come at the end of the academic term. If you order transcripts at this time, please allow at least one to two weeks for processing.