



**WENATCHEE VALLEY COLLEGE—TRANSCRIPT REQUEST**

1300 Fifth Street, Wenatchee WA 98801 Phone: (509) 682-6836 Fax: (509) 682-6801

**If you have the ability to scan a document you may email the completed form to: transcripts@wvc.edu**

**STUDENT INFORMATION**

Name : Last \_\_\_\_\_ First \_\_\_\_\_ MI \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone Number \_\_\_\_\_ Birth Date \_\_\_\_\_  
Previous Name(s) \_\_\_\_\_  
Student ID (SID) or SSN \_\_\_\_\_ Dates Attended \_\_\_\_\_

**DELIVERY PREFERENCE COST PER TRANSCRIPT: \$10.00 Total # of Copies \_\_\_\_\_**

- Send as soon as possible** *Note: Please allow 2-3 business days for processing*  
**NO SAME-DAY Guarantee**
- Send only after grades are posted for (Check One):**    **Fall**    **Winter**    **Spring**    **Summer**
- Send only after degree is posted:** Quarter: \_\_\_\_\_ Year: \_\_\_\_\_
- Send only after grade change is posted for the following course:**  
Course ID \_\_\_\_\_ Quarter \_\_\_\_\_ Year \_\_\_\_\_ Grade before change: \_\_\_\_\_
- Pick-up Transcripts / Transcripts to be picked up by a third party (Wenatchee ONLY)**  
Must provide name of third party on form; you and/or third party must have picture ID when picking up transcript.

**TRANSCRIPT DELIVERY INFORMATION Note: We cannot email transcripts**

- |                            |                            |
|----------------------------|----------------------------|
| 1. _____<br>_____<br>_____ | 2. _____<br>_____<br>_____ |
| 3. _____<br>_____<br>_____ | 4. _____<br>_____<br>_____ |

**Student's Signature** (required) \_\_\_\_\_ Date \_\_\_\_\_

**Payment**

**Please write Student ID Number on front of check.**

\*\*\*If you would like to pay with a debit/credit card, please contact our Cashier at 509-682-6500\*\*\*

**OFFICE USE ONLY** \_\_\_\_\_ Date \_\_\_\_\_