

# Transcript Request Form

and/or

## Freshman or Transfer Student Verification

For an Application to a Willamette University Sponsored Off-Campus/Study Abroad Program

### Willamette Students Only

**To the student** – EVERY W.U. applicant is required to complete this form for the Registrar:

**Complete this form.**

**Deliver it to the Office of the Registrar-**

3<sup>rd</sup> floor, University Center- hours: 8:00 a.m. to 5:00 p.m., Monday - Friday

The Office of the Registrar will send your transcript to the Office of International Education. This process will take *2-5 working days*. Your transcript is due in International Education on the deadline, so it is **your** responsibility, as the applicant, to take this form to the Registrar's Office at least **SEVERAL DAYS before** the application deadline. You may also do this request as EARLY as you wish.

If you have attended other undergraduate institutions, you must contact EACH institution and request a transcript according to their requirements. The WU Registrar cannot supply the Office of International Education with transcripts from other institutions.

### **To the Registrar's Office:**

*FOR returning WU students:* Please send one internal (unofficial, plain paper) WU transcript for this student to: *Office of International Education - Matthews Hall*

*FOR Freshmen & Transfer students:* Please verify that the student is a Freshman OR Transfer Student via email to [rmurtha@willamette.edu](mailto:rmurtha@willamette.edu) OR other signed note sent directly to the *Office of International Education*.

STUDENT ID #: \_\_\_\_\_

NAME: \_\_\_\_\_  
Last First Middle

\_\_\_\_\_  
Student SIGNATURE

\_\_\_\_\_  
Date