



Willamette University  
900 State Street  
Waller Hall, 1<sup>st</sup> Floor  
Salem, OR 97301  
[registrar@willamette.edu](mailto:registrar@willamette.edu)

*Registrar's Office*

**UNOFFICIAL TRANSCRIPT REQUEST**

- (1) **TRANSCRIPTS MAY NOT BE RELEASED UNTIL ALL FINANCIAL OBLIGATIONS TO THE UNIVERSITY HAVE BEEN MET.**
- (2) Unofficial transcripts are free and one copy per request is available.
- (3) Please allow **3-5** business days for processing.
- (4) Unofficial transcripts are only available for pick-up or by mail; unofficial transcripts can't be e-mailed.
- (5) E-mail or mail the completed form to the Office of the Registrar

---

Last name	First name	M.I.	ID#
-----------	------------	------	-----

---

Address	City	State	Zip
---------	------	-------	-----

---

E-mail or daytime phone	Birth date	Former last name(s) used at WU (if any)
-------------------------	------------	---

**Send-to Address (if different than above):**

---

---

---

---

**Handling Options:**

Print after semester grades post

Print after degree posts

I will pick-up my transcript

Update my mailing address with the information above

---

Student signature (hand-written signature required)	Date
---	------