

# Transcript Request Form

Records & Registration Office ■ 3838 Livernois Road, P.O. Box 7006, Troy, MI 48007-7006  
P 248-823-1660 ■ F 248-823-1662 ■ [records@walshcollege.edu](mailto:records@walshcollege.edu)



Unofficial copies can be mailed or picked up. Official copies are mailed directly to a third party. Transcripts cannot be faxed.

Transcripts will be processed within 24-48 hours. In an emergency (as long as you do not have an AR balance), you may:

1. Receive a "print screen" of your classes/grades at any campus (*without* letterhead, signature, and seal).
2. Complete this form and show picture ID to receive an "on demand" **unofficial** transcript while you wait. ***This service costs \$10 and is available at the Troy Records & Registration Office only.***

Optional expedited shipping is available for an additional fee. For expedited shipping, check one:

- Domestic (United State only): FEDEX Overnight Priority \$25.00 flat rate  
 International (including Canada and Mexico): FEDEX International Priority \$75.00 flat rate

For transcript questions, contact Patty Demasek at 248-823-1221 or [pdemasek@walshcollege.edu](mailto:pdemasek@walshcollege.edu).

Student ID# \_\_\_\_\_ (Or if not recently enrolled, last four of SSN XXX - XX - \_\_\_\_\_)

Name:

\_\_\_\_\_ *Last*

\_\_\_\_\_ *First*

\_\_\_\_\_ *Middle*

\_\_\_\_\_ *Former Name*

New Address?

Yes / No

\_\_\_\_\_ *Street*

\_\_\_\_\_ *City*

\_\_\_\_\_ *State*

\_\_\_\_\_ *Zip*

Phone (required):

\_\_\_\_\_ *Home*

\_\_\_\_\_ *Business*

Purpose: \_\_\_\_\_

- Currently enrolled  
 Approximate last year attended \_\_\_\_\_  
 Walsh degrees and years \_\_\_\_\_

Number of transcripts: \_\_\_\_\_

- Now  
 After grades are posted  
 After degree is posted



## Unofficial transcript(s):

*Students can only receive unofficial transcripts stamped "issued to student".*

- I will pick up transcripts on: \_\_\_\_\_  
 On demand  
 Mail to home address above

## Official transcript(s):

*Students can only receive official transcripts stamped "issued to student".*

\_\_\_\_\_  
*Please print.*

Mail my transcripts to the following address. Note: **If address is not legible or complete, transcripts will not be sent.**

Attn: \_\_\_\_\_

In accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974, transcripts can be released only upon written authorization of the student. Official transcripts issued to Walsh College from other colleges and universities are furnished in confidence and are considered part of the student's educational record. Therefore, duplication of previous college transcripts will not be permitted.

**X**

\_\_\_\_\_  
*Student signature authorizing issuance of transcript(s)*

\_\_\_\_\_  
*Date*