



WINSTON-SALEM
STATE UNIVERSITY

Office of the Registrar
202 Thompson Center • 601 S Martin Luther King Jr. Drive
Winston-Salem, North Carolina 27110
Phone: 336-750-3331 • Fax: 336-750-3332

Transcript Request Form

Please allow a minimum of four (4) business days for transcript processing. Cash or money order is the only form of payment accepted. All payments must be made in Billing and Receivables located at 200 Thompson Center, Monday through Friday between 8:30 am and 4 pm. Mail or bring your request to the address above. **Transcript requests will not be processed if there is indebtedness to the University.**

Student Name: _____ Banner ID#: _____

Daytime Phone: _____

Attendance Dates From:	To:	WSSU Graduate <input type="checkbox"/>	Year Graduated:
List other identifiable names, if applicable:			

Payment

A **\$5.00 (non-refundable)** fee is required for each copy. Only money orders will be accepted for **mail order requests** (Do not send cash). Only money orders or cash will be accepted for request made **in person**. Submission of payment is non-refundable.

A money-order is enclosed for: Number of copies _____ Total amount enclosed \$ 5.00 x _____ = \$ _____

Mail Transcript to: _____
(Address 1) _____

Mail Transcript to: _____
(Address 2) _____

Mail Transcript to: _____
(Address 3) _____

Transcript Availability (please check one)

Pick up <input type="checkbox"/>	Send now <input type="checkbox"/>	Send after: FINAL GRADES <input type="checkbox"/>	Send after: DEGREE AWARDED <input type="checkbox"/>
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Student Signature

Date

For Office Use Only

Date Payment Received:	Date Transcript Mailed/Picked Up:
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