EAST/WEST UNIVERSITY

Records Office

Records Office use only
_____
Initial/Date

Transcript Request Form

Student ID # or Last 4 digit of S.S. #	First Name	Last Name	M.I.

Date of Birth	Phone No.	Maiden / Former Name

Transcript Request Option

Request Options (Select One):	Fee:	Qty
Prepared for Same Day (30min wait)	$20.00	
Fax Transcript (24HRS)	$20.00	
Fax #: ( ) _____		
Prepared for Next Day (24HRS)	$10.00	
Prepared within 5 business Day	$ 5.00	
Hold for final Grades	$ 5.00	
Hold for Graduation Notation	$ 5.00	

Financial Aid Office Use Only:

Total Amount $

Total Fee Paid Y N

Fin. Aid Initials

Date

- Transcripts for all former and current students are issued upon receipt of a written request signed by the student. (E-mailed, faxed and phone request will not be accepted)
- All outstanding balances must be cleared before a transcript will be released. You are responsible for checking your account balance before submitting a request. You can do this by calling Financial Aid Office at 312.939.0111.
- Transcript fee must be paid in full prior to processing . The University accepts cash, money order or cashiers check as payment of the fee. Personal checks and credit cards not accepted. All transcript fees are non-refundable.
- Transcript request are processed in the order in which they are received. The normal processing time is 4 business days; however, during peak times and registration, routine processing may take longer.
- All transcript are sent through First Class Priority Mail. You may provide your own FedEx Envelope w/paid postage if rush delivery is needed. The Records Office is not responsible for the length of delivery times lost/undelivered mail; fees are for guaranteed processing time only.
- For all current attending students, unofficial transcripts may be obtained through the Student Portal. Previous students please email the Registrar at denisem@eastwest.edu

Delivery Option

Hold for pickup

Mail to (please write legibly)

_____

Student Signature Date

REV 8.26.16