EAS	T/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	Financial Aid Office Use Only:		
Prepared for Same Day (30min wait)	\$20.00			
Fax Transcript (24HRS)	\$20.00	Total Amount \$		
Fax #: ()		Total Fee Paid	Ý N	
Prepared for Next Day (24HRS)	\$10.00			
Prepared within 5 business Day	\$ 5.00	Fin. Aid Initials		
Hold for final Grades	\$ 5.00	Date		
Hold for Graduation Notation	\$ 5.00			

- 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 asma@eastwest.edu

Hold for pickup

Mail to (please write legibly)