WELLESLEY COLLEGE TRANSCRIPT REQUEST FORM

Complete form and mail to: Wellesley College, Office of the Registrar, 106 Central St. Wellesley, MA 02481 or return form in person to the Registrar's Office, Green Hall 334, Monday-Friday, 8:30 am - 4:30 pm.
Transcripts will not be issued to anyone who has financial obligations to the college.
Please note: we do not accept email request or credit card payment.

Please allow 3-5 business days for processing.

STEP 1: PERSONAL INFORMATION:

Last Name: _____ First Name: _____ Middle: _____

Class Year: _____ Student ID or SS#: _____ Telephone: _____

Name while at Wellesley (if different): _____ Email: _____

*Signature: _____ Date: _____

***FEDERAL LAW REQUIRES A SIGNATURE IN ORDER TO RELEASE YOUR TRANSCRIPT.**

STEP 2: TRANSCRIPT REQUEST

CHECK ONE: ◯ Official (sealed envelope) ◯ Unofficial/Grade Report (for current students only)

CHECK ALL THAT APPLY: ☐ Undergraduate Student ☐ Wellesley Study Abroad Student - Program: _____
☐ Postbaccalaureate Student ☐ Summer School Student

STEP 3: CHECK ALL THAT APPLY

☐ Mail to: **DESTINATION #1:** # copies requested ☐
Name _____
Address _____
Address _____
Address _____
City _____ State _____
Zip Code _____ Country _____
☐ Fax to: Attention: _____
Fax Phone No.: _____

☐ Mail to: **DESTINATION #2:** # copies requested ☐
Name _____
Address _____
Address _____
Address _____
City _____ State _____
Zip Code _____ Country _____
☐ Fax to: Attention: _____
Fax Phone No.: _____

☐ Mail to: **DESTINATION #3:** # copies requested ☐
Name _____
Address _____
Address _____
Address _____
City _____ State _____
Zip Code _____ Country _____
☐ Fax to: Attention: _____
Fax Phone No.: _____

☐ Mail to: **DESTINATION #4:** # copies requested ☐
Name _____
Address _____
Address _____
Address _____
City _____ State _____
Zip Code _____ Country _____
☐ Fax to: Attention: _____
Fax Phone No.: _____

SPECIAL INSTRUCTIONS :

☐ I wish to pick up my transcript at the Registrar's Office. ☐ Deadline Date: _____

☐ Hold until final grades complete.

STEP 4: Make check payable to Wellesley College for amount due: (Cash is acceptable if submitting form in person.)

Total transcript cost: _____

Transcript fee: $5.00 per official transcript.
Fax fee: **Outgoing** fax fees are $10.00 for domestic destinations and $15.00 outside U.S.
Outgoing fax charges include the transcript fee ($5.00).

Office use only: ☐ Paid ☐ AD ☐ NC

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