



Enrollment Services, Unit of Student Records
 711 Wiley Ave., Marshall, TX 75670
Transcript Request Form
There is a \$10.00 fee per transcript.

Name _____
Last First Middle

Mailing Address _____
Street City State Zip

Date of Birth _____ SS# _____ ID# _____
Month Date Year

Telephone: _____ E-mail: _____

Reason for transcript request: Transfer Employment Other _____
 Self Graduate School

Indicate date of graduation: _____

Please send _____ official transcript(s) of credit earned by me during my attendance at Wiley College.

- Hold for degree. (Your transcript will be mailed after the date of degree conferral is posted.)
- Hold for grades. (Your transcript will be mailed after all grades are posted for courses in which you are currently enrolled.)
- Hold for grade change. (Your transcript will be mailed after the Registrar's Office receives a change of grade and corrections have been made.)

In order to comply with the Privacy Act of 1974, transcripts of credits will be supplied to all students and former students only when requested in writing. All financial obligations must be paid in full and loan notes current. The Unit of Student Records should be notified at least three days before the transcript is needed in order to obtain the necessary approvals before the transcript copy is made. During peak times, such as registration or graduation, or the beginning or ending of a semester, the process may be delayed.

FORM OF PAYMENT: Payments by credit card may be made via phone by calling the Business Office at (903) 927-3207. Once the payment has been processed, the cashier will issue an approval code. The completed form may be faxed to (903) 923-8878.

- Cashiers Check/Money Order # _____
- Payment made in the Business Office (attach receipt)
- Payment made by phone Approval Code _____

CHECK ONE STUDENT WILL PICK UP TRANSCRIPT PLEASE MAIL TRANSCRIPT TO ADDRESS BELOW:

Name: Person/Organization _____

Address _____
Street City State Zip

Signature _____ Date _____