



Willamette University
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Salem, OR 97301
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Registrar's Office

UNOFFICIAL TRANSCRIPT REQUEST

- (1) Unofficial transcripts are free and one copy per request is available.
- (3) Please allow **3-5** business days for processing.
- (4) Unofficial transcripts are only available for pick-up or by mail; unofficial transcripts **cannot** be sent via e-mail.
- (5) E-mail or mail the completed form to the Office of the Registrar.

Last name	First name	M.I.	ID#
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Address	City	State	Zip
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E-mail or daytime phone	Birth date	Former last name(s) used at WU (if any)
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Send-to Address (if different than above):

Handling Options:

Print after semester grades post

Print after degree posts

I will pick-up my transcript from the Salem campus

I will pick-up my transcript from the Portland campus

Update my mailing address with the information above

Student signature (hand-written signature required)	Date
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