

**REQUEST FOR TRANSCRIPTS**  
*Please allow 3-5 business days for transcript processing.*



**To:** Warner Pacific Records Office

**From:**

\_\_\_\_\_  
Student's Full Name

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Date of Birth

**I was a student from:** \_\_\_\_\_ to \_\_\_\_\_  
Month/Year Month/Year

**registered under the following name(s):** \_\_\_\_\_

**I need:** \_\_\_\_\_ **Official Transcript(s)** at **\$8.00 each**. Must be mailed or picked up in person.  
\_\_\_\_\_ **Unofficial Transcript(s)** (no charge). May be mailed, faxed, emailed or picked up in person.

**Hold request until:** \_\_\_\_\_ **Grades Recorded for** \_\_\_\_\_ **semester or module**  
\_\_\_\_\_ **Degree Posted**

**Please send Transcripts to:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Handwritten Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
*Required by law*

If you are requesting official transcripts, you will need to submit this form via mail and enclose a check made payable to Warner Pacific University in the amount of \$8.00 per official transcript.

If you wish to use a credit card for payment, please order your transcripts in person at WPU or online at <https://www.warnerpacific.edu/academics/registrar/transcript-request/>. Do not put credit card information on this form.

Unofficial transcripts are provided free of charge and do not require payment.

**Send the completed form to:** Warner Pacific University  
Records Office  
2219 S.E. 68<sup>th</sup> Avenue  
Portland, OR 97215

**or FAX to:** 503-517-1352

**or Email as Scanned Attachment to:** records@warnerpacific.edu