



Office of the Registrar Transcript Request Form

Instructions:

1. Complete the following form by typing in the boxes below. (If you choose to print the document and fill in by hand, please make legible.)
2. Print the form after completing the blanks.
3. Don't forget to **SIGN THE REQUEST** where indicated at the bottom of the second page.
4. Mail or fax this form to the address/fax number below.

Transcripts which are picked up or mailed standard U.S. mail are provided at no cost. (Note: There is a limit of 10 transcripts per request on a given day.) However, if you need your transcript faxed (unofficial) or sent overnight to the destination, you must complete the online payment process, which must be made at the time of the request. (The submission of payment will **not** be considered until the signed Transcript Request form is received in the Registrar's Office.) Please contact our office for questions or more information at 940-397-4321.

[Click here to complete the online payment process](#) - (for faxed or overnight mail only)

(Last Name) (First Name) (Middle Name)

(List all previous names) (E-mail Address)

_____/_____/_____
(MSU Mustangs ID Number) (Social Security Number) (Date of Birth)

Current Address:

(Address) (Apt. #) (City) (State/Country-if not USA) (Zip Code)

(Daytime Phone Number) (Work Phone Number) (Home or Cell Number)

Currently enrolled? YES NO Last Date Attended _____

Number of Copies? _____ (limit of 10 per day)

- Official** (with University Seal and Registrar's Signature)
- Separate sealed envelopes
- Hold for current semester grades

- Unofficial** (for personal or advising use, white paper, no seal, no signature) Note: all faxed copies are considered unofficial.
- Hold for current semester grades

Graduating and have applied for graduation?

- HOLD for degree to be posted – or – SEND NOW WITH COVER LETTER stating completion of degree requirements.

Other Documents: Transcripts from other schools, test scores, etc.

List Documents: _____

Number of copies of other documents: _____

Do not mail – will pick up on _____ (allow 2 days after request).

Mail to current address listed on page 1 of this form.

Mail Transcripts to: (Write on back of paper if there is insufficient space here.)

Mail standard U.S. mail (free)

*Overnight mail (\$30 to U.S. domestic address; \$50 to international address)

(Cannot send by overnight mail to a P.O. Box; **must be a physical address.**)

(Express mail no longer sent to Caribbean Islands due to unreliable delivery.)

*Fax # _____ (\$10 U.S. domestic number; \$20 international number)

(List name of person/place below to which this is being faxed.) **(Unofficial copies only.)**

*Must complete the **online payment process**. Overnight mail requests and payment must be made early enough in the day to allow for processing and pick-up (no later than 4:00 p.m.)

(Name of Institution/Person)

Address Line 1

Address Line 2

City

State/Country-if not USA

Zip Code

(Name of Institution/Person)

Address Line 1

Address Line 2

City

State/Country-if not USA

Zip Code

Additional Comments or Special Instructions:

Student's Signature

Date

NOTE: This form MUST have the student's signature.

- 2 DAYS PROCESSING NORMALLY REQUIRED
- MUST HAVE NO HOLDS ON RECORD
- ALL REQUESTS MUST BE SIGNED BY STUDENT
- "ISSUED TO STUDENT" WILL BE STAMPED ON ALL TRANSCRIPTS ADDRESSED TO STUDENT OR PICKED UP

MAIL OR FAX THE SIGNED REQUEST TO:

MIDWESTERN STATE UNIVERSITY

OFFICE OF THE REGISTRAR

3410 TAFT BOULEVARD

WICHITA FALLS, TX 76308-2099

Fax: (940) 397-4672

