



WINONA

STATE UNIVERSITY

Transcript Request Form

Return completed form and check for \$9.25 per transcript to:
WSU Warrior Hub (Maxwell 2nd floor)
Transcript Request
P.O. Box 5838
Winona, MN 55987

If you do not know your ID, please provide **only the last 4 digits of your SSN **AND** Date of Birth

Warrior ID or StarID: _____

SSN: X X X - X X - _____ **AND YOUR DATE OF BIRTH:** ___/___/___

Last Name

First Name

Middle Initial

Former or Maiden Name

Address

City

State

Zip Code

Is this a permanent address change? (circle one) YES NO

Email Address

Home Phone

Cell Phone

Date of last attendance: _____

Number of Copies: (Indicate where each copy is to be sent)

PLEASE CHECK ALL ITEMS WHICH APPLY TO YOU:

Hold for pick-up at Warrior Hub (Picture ID required) Mail

Comments: _____

SEND TRANSCRIPT TO: Winona State University *DOES NOT* send official or unofficial transcripts via fax. Add additional addresses on the back of this form if needed.

Institution, Name and/or Title: _____

Address Line 1: _____

Address Line 2: _____

City, State & Zip Code: _____

PLEASE CHECK IF ANY APPLY:

Include CEU/NON-CREDIT (hourly based) Courses with my regular transcript

SIGNATURE: _____ **DATE:** ___/___/___

This must be a handwritten signature. A typed signature will not be accepted.

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Please make checks payable to:

Winona State University – Transcript Request

* WSU is asking you to provide private and/or confidential information under state and federal law. You are not legally required to provide the information WSU is requesting; however, WSU may not be able to process your request if you do not provide sufficient information. With some exceptions, unless you consent to further release of private information, access to this information will be limited to school officials who have legitimate educational interests in the information. Under certain circumstances, federal and state laws authorize release of private information without your consent.

WSU RESERVES THE RIGHT TO DENY TRANSCRIPTS IF THERE IS AN UNPAID FINANCIAL OBLIGATION TO THE UNIVERSITY.