



# WINONA

STATE UNIVERSITY

## Transcript Request Form

Return completed form and  
check for \$9.65/transcript to:  
WSU Warrior Hub (Maxwell 2<sup>nd</sup> 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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Winona, MN 55987

**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.**