### The University of Montana Western

**Request for Official Transcript of Academic Records**

710 S Atlantic St, Dillon, Montana 59725  
(406) 683-7371 or (877) 683-7331 or FAX: (406) 683-7493

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**YOUR COMPLETE NAME & ADDRESS:**

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**STUDENT IS RESPONSIBLE FOR COMPLETE & LEGIBLE ADDRESS.**

Records cannot be released without the written consent of the student.

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I would like my transcript:

- [ ] Sent Now  
- [ ] Held for student pick up  
- [ ] Held for degree to be posted

- [ ] Held for semester grades from:  
- [ ] Held for grade change for:  

**Student ID or SSN:**  
**Today's Date:**

**Phone:**  
**Birth Date:**

**Maiden/Other names used:**

**Approx. Dates of Attendance:**

- [ ] Rush-processed in 1 business day; $10 fee  
- [ ] Express Mail-fee charges depend on current postal rates. Select desired mailing service.

- [ ] USPS Express $19.95  
- [ ] USPS Priority $5.60  
- [ ] FedEx $25.00

- [ ] Request for audit of General Education Core completion (These audits are completed only if transcripts are sent to a unit of the Montana University System).

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**Total Number of Transcripts Desired**

- [ ] Rush-processed in 1 business day; $10 fee  
- [ ] FAX-unofficial; must include recipient address to send via mail. $1 per page fee.

**FAX Number:**

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**Payment Options:**  
- [ ] Cash  
- [ ] Personal Check/Money Order

*UMW does not accept American Express.

**Debit/Credit Card:**

<table>
<thead>
<tr>
<th>Name on Card</th>
<th>Type of Card</th>
</tr>
</thead>
<tbody>
<tr>
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<table>
<thead>
<tr>
<th>Office Use Only</th>
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<tbody>
<tr>
<td>Transcript</td>
<td>$3.00</td>
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<tr>
<td>Rush</td>
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<tr>
<td>Fax (per page)</td>
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<tr>
<td>Express Mail</td>
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<tr>
<td>Clearinghouse (if ordered online)</td>
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</tbody>
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**Clerk:**

**Amount Due:**

**Amount Paid:**

**Date Received**  
**Date Sent**

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**Student Signature:**

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**SEND TO:**