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

YOUR COMPLETE NAME & ADDRESS:

______________________________

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: ________________________ to ________________________  Degrees Earned: ________________________

Provide complete information to avoid extra cost and time delays. No transcript will be released to any student whose obligations to the University have not been met.

There is a $10 charge for each transcript. Additional rush service is $10, and overnight or two day mail delivery are listed below. Requests for partial transcripts will not be honored; transcripts will show all work completed at Montana Western with any transfer work accepted/posted.

☐ Total Number of Transcripts Desired  ☐ Regular Mail

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

☐ Express Mail-fee charges depend on current postal rates. Select desired mailing service.

☐ USPS Express $22.68  ☐ USPS Priority $7.65  ☐ FedEx $25.00  ☐ FedEx International $75.00

☐ 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).

Payment Options:  ☐ Cash  ☐ Personal Check/Money Order

*UMW does not accept American Express.

Debit/Credit Card: Card Number ________________________ / Exp. Date ________________________  CVV Security Code ________________________

Billing Zip Code ________________________

Office Use Only

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Date Received  Date Sent