

Transcript Request

Beginning July 1, 2008, there will be a fee for transcript requests.
Transcripts requested in person, by mail or by fax, will be \$10 each.
Transcripts requested online at www.waubonsee.edu will be \$5 each.
Unofficial transcripts are available for FREE through the online Self-Service system.



(Please type or print legibly)

Student Information:

Student I.D. Number: X _____

Social Security Number
(last four digits): _____

Your Name: _____

Birth Date: _____

Permanent Home
Address: _____

City, State, Zip: _____

Phone Number:
(in case we have questions) _____ (home cell work)

Signature: _____

Mail Transcript To:

Name of Recipient: _____

Street Address 1: _____

Street Address 2: _____

City, State, Zip: _____

Today's Date: _____

Check ONE: _____ Pick Up Transcript Now
_____ Mail Transcript Now
_____ Hold for Final Grades
_____ Semester
_____ After Degree is Awarded


How many copies? _____


The College will not forward an academic transcript if financial requirements (tuition, library fines, security fees, etc.) and/or academic record conflicts have not been resolved to the satisfaction of the College.


Registration and Records
Dickson Center, Room 254
Route 47 at Waubonsee Drive
Sugar Grove, IL 60554-9454
Fax: (630) 466-4964

Note: Waubonsee cannot be responsible for attachments included with transcript requests.

Check or money order
(payable to Waubonsee Community College)
check # _____

 _____
Account number

 _____
Expires (month/year)

 _____
Authorized Card Signature

Office Use Only

Date Processed: _____