



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:

STUDENT IS RESPONSIBLE FOR COMPLETE & LEGIBLE ADDRESS.

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

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: semester & year to semester & year
 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 \$3 charge for each transcript. **Additional** fees for faxing are \$1 per page, rush service is \$10, and overnight or two day mail delivery will depend on current postal rates. 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. **FAX Number:**
 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).

Payment Options: Cash Personal Check/Money Order

*UMW does not accept American Express.

Debit/Credit Card:

Student Signature

SEND TO:

Office Use Only			
Transcript	x	\$3.00	=
Rush	x	\$10.00	=
Fax (per page)	x	\$1.00	=
Express Mail			=
Clerk:	Amount Due	=	
	Amount Paid	=	
Date Received	Date Sent		