

University of Wisconsin-Madison Transcript Order Form

Student Information – Required to identify your record (please print clearly)

10-Digit UW-Madison ID (if known)		Date of Birth	Phone ()
Name (Last, First Middle)			
Full Name while attending UW-Madison (Last, First Middle)			E-mail Address
Current Mailing Address – Street			Country
City	State	Zip	Province (Canada only)
First term attended at UW-Madison	Last term attended at UW-Madison	UW-Madison degree(s) and date earned	

Complete the following column for RECIPIENT 1	
1- Mailing Address – Print name and address Enter “send to self” if going to you at above address	
	FEE
2- Quantity Official Academic Transcript- Complete academic record, including courses, grades, GPA, degrees received and work in progress (if applicable)	
<input style="width: 40px; height: 20px;" type="text"/>	copy(s) x \$10.00 each
3- Processing (select one) Based on date the order is received –excludes delivery time	
<input type="checkbox"/> Standard – 4-6 business days Included <input type="checkbox"/> Expedited – 1 business day \$ 5.00	
4- Delivery Method (select one)	
<input type="checkbox"/> US Mail (1 st class domestic/Air Mail international)..... Included <input type="checkbox"/> UPS Express Domestic (No PO Boxes accepted) \$19.00 includes expedited processing <input type="checkbox"/> UPS Express International (No PO Boxes accepted) \$25.00 includes expedited processing	
5- Special Handling (optional)	
<input type="checkbox"/> Attach separate document No Charge Ex. AMCAS, PharmCas, LSAC, other schools, NSF, etc. Include your form with this order.	

Complete the following column for RECIPIENT 2	
1- Mailing Address – Print name and address Enter “send to self” if going to you at above address	
	FEE
2- Quantity Official Academic Transcript- Complete academic record, including courses, grades, GPA, degrees received and work in progress (if applicable)	
<input style="width: 40px; height: 20px;" type="text"/>	copy(s) x \$10.00 each
3- Processing (select one) Based on date the order is received –excludes delivery time	
<input type="checkbox"/> Standard – 4-6 business days Included <input type="checkbox"/> Expedited – 1 business day \$ 5.00	
4- Delivery Method (select one)	
<input type="checkbox"/> US Mail (1 st class domestic/Air Mail international)..... Included <input type="checkbox"/> UPS Express Domestic (No PO Boxes accepted)..... \$19.00 includes expedited processing <input type="checkbox"/> UPS Express International (No PO Boxes accepted). \$25.00 includes expedited processing	
5- Special Handling (optional)	
<input type="checkbox"/> Attach separate document No Charge Ex. AMCAS, PharmCas, LSAC, other schools, NSF, etc. Include your form with this order.	

Mail this form and your payment to:

UW-Madison Office of the Registrar
Transcripts and Certification
333 East Campus Mall #10101
Madison, WI 53715-1384

TOTAL DUE FOR ORDER = \$

Include check or money order made out to “UW-Madison” with your order.

Authorization Signature Required: I authorize release of my transcript as directed on this UW-Madison Form	Date (MM-DD-YYYY)
X	

For faster processing online ordering is available. You will need your Campus ID number and PIN, which are available by calling The Office of the Registrar PIN line at (608) 263-6612. Our office Hours are Monday through Friday – 7:45 am to 4:30 pm CST.

If you attended prior to 1978, some or all of your record may be non-computerized. If this is the case, please allow 2-4 additional business days for processing.

Staff Use Only
Check Number _____
Check Amount _____
Order Number _____