Waldorf College

Transcript Request Service Form

Waldorf College will request official transcripts from the colleges and universities you previously attended. Please complete this form, sign and fax along with completed Request for Official Transcript form to 251-224-0573, email to WAL-onlineadmissions@waldorf.edu, or mail to the address listed below.

Please Note: **Waldorf cannot order copies of: CLEP Scores, International Transcripts and some Military Transcripts

Student Information			
Name:	**First**: **MI:** **Last**:		
Address Line 1:			
	City:	**State:**	**Zip**:
Email:			
Day Phone:			

Institutions Attended

Please list the name of the institution of transcripts to be ordered by Waldorf in the space below.

Institution Name (Please do not abbreviate)	High School Requirement (if requested)	City and State	Dates of Attendance	Requested
	☐			☐Waldorf
	☐			☐Waldorf
	☐			☐Waldorf
	☐			☐Waldorf
	☐			☐Waldorf

Student's Signature: (required)		Date:

Revised 11/8/13

Fax or Mail this form along with the signed Request for Official Transcript Form

Waldorf College
P.O. Box 3269, Orange Beach, AL 36561

Request for Official Transcript Form

Records Office:
Please mail one official transcript along with a copy of this form to:

Waldorf College
P.O. Box 3269
Orange Beach, AL 36561-7110

STUDENT INFORMATION

Name	First: MI: Last:		
Previous Name(s)			
Address Line 1			
Address Line 2			
	City:	State:	Zip:
Social Security # *		Birth Date:	
E-Mail		Day Phone:	

* Social Security Number is required to assist institution in locating the proper student's transcript.

TRANSCRIPT RELEASE AUTHORIZATION

By signing this form, I am authorizing you to send my official transcript to Waldorf College. I am also authorizing Waldorf to mail/fax this Transcript Request Form to you and pay the transcript fee on my behalf.

Student's Signature:		Date:	

Records Office:
Please contact the Transcript Records Office at Waldorf if you are unable to process this request.

Waldorf College
877.267.2157
Email: WAL-onlineadmissions@waldorf.edu