



# TRANSCRIPT REQUEST SERVICE AND RELEASE FORMS

P.O. Box 3269 • Orange Beach, AL 36561 • Phone 877.267.2157 • Fax 251.224.0573  
WAL-Transcripts@Waldorf.edu

## PERMISSION FOR WALDORF UNIVERSITY TO REQUEST TRANSCRIPTS/EDUCATION RECORDS

Waldorf University will request official transcripts from institutions you previously attended. Please fill out the fields below and on **page 2** of this document. Please be sure to list all previously attended institutions including location and dates of attendance (approximate years).

Please upload both pages of this form, along with a **color-copy photo ID (no military IDs)** to the myWaldorf Portal. You may also fax to 251.224.0573, email to WAL-Transcripts@waldorf.edu, or mail to: P.O. Box 3269, Orange Beach, AL 36561-7110

### IMPORTANT

- Some institutions may require the student to obtain transcripts directly. If this is the case, we will notify you via the email you provided below.
- Waldorf University cannot order either copies or officials of: CLEP scores, international transcripts, professional training and CEUs, some military transcripts, or transcripts from an institution at which there is a hold.
- Students using either Federal Student Aid (FSA) or Veteran's Affairs (VA) Benefits are required to list all previously attended post-secondary institutions.

NAME: (First) \_\_\_\_\_ (Middle) \_\_\_\_\_ (Last) \_\_\_\_\_

E-MAIL: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_

### HIGH SCHOOL/GED INFORMATION *(Please type or print legibly)*

SELECT ONE:  High School  GED DATES ATTENDED: \_\_\_\_\_ TO: \_\_\_\_\_

NAME OF HIGH SCHOOL/TESTING CENTER: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ DATE EARNED DIPLOMA/GED: \_\_\_\_\_

### INSTITUTIONAL INFORMATION *(Please type or print legibly)*

SCHOOL NAME: \_\_\_\_\_ ONLINE:  Yes  No

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ DATES ATTENDED: \_\_\_\_\_ TO: \_\_\_\_\_

DEGREE EARNED: \_\_\_\_\_ CREDITS EARNED: \_\_\_\_\_

SCHOOL NAME: \_\_\_\_\_ ONLINE:  Yes  No

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ DATES ATTENDED: \_\_\_\_\_ TO: \_\_\_\_\_

DEGREE EARNED: \_\_\_\_\_ CREDITS EARNED: \_\_\_\_\_

SCHOOL NAME: \_\_\_\_\_ ONLINE:  Yes  No

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ DATES ATTENDED: \_\_\_\_\_ TO: \_\_\_\_\_

DEGREE EARNED: \_\_\_\_\_ CREDITS EARNED: \_\_\_\_\_

SCHOOL NAME: \_\_\_\_\_ ONLINE:  Yes  No

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ DATES ATTENDED: \_\_\_\_\_ TO: \_\_\_\_\_

DEGREE EARNED: \_\_\_\_\_ CREDITS EARNED: \_\_\_\_\_

SCHOOL NAME: \_\_\_\_\_ ONLINE:  Yes  No

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ DATES ATTENDED: \_\_\_\_\_ TO: \_\_\_\_\_

DEGREE EARNED: \_\_\_\_\_ CREDITS EARNED: \_\_\_\_\_



## OFFICIAL TRANSCRIPT REQUEST AND RELEASE AUTHORIZATION

P.O. Box 3269 • Orange Beach, AL 36561 • 877.267.2157 • Waldorf.edu

	<b>REQUEST FOR OFFICIAL TRANSCRIPT</b>
	<b>RECORDS OFFICE:</b> Please mail one official transcript along with a copy of this form to: Waldorf University P.O. Box 3269 Orange Beach, AL 36561-7110  Electronic submission of official transcripts from sending institutions should be emailed to records@waldorf.edu

### STUDENT INFORMATION

NAME: (First) \_\_\_\_\_ (Middle) \_\_\_\_\_ (Last) \_\_\_\_\_

NAME WHILE ATTENDING SCHOOLS: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

SOCIAL SECURITY NUMBER\*: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_

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

### TRANSCRIPT RELEASE AUTHORIZATION

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

STUDENT'S SIGNATURE (e-signature not accepted): \_\_\_\_\_ DATE: \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_

### CONFIDENTIAL

The information in this document is protected by the rules and regulations of the Family Educational Rights and Privacy Act (FERPA). Please allow only authorized personnel of your institution to view and process this information.

### ATTENTION: SENDING RECORDS OFFICE

Please mail one official transcript along with a copy of this form to Waldorf University, P.O. Box 3269, Orange Beach, AL 36561-7110. Electronic submission of official transcripts from sending institutions should be emailed to records@waldorf.edu.

If you are unable to process this request, please contact the Waldorf University Transcript Records Office by phone at 877.267.2157 or email WAL-Transcripts@waldorf.edu.