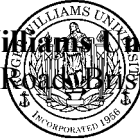


# Transcript Request Form

**Roger Williams University**  
One Old Ferry Road, Bristol, RI 02809



Clearly print all information except signature. Allow 5 work days for processing.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Current Phone # (     ) \_\_\_\_\_ Social Security # \_\_\_\_\_

Name(s) Attended Under: \_\_\_\_\_

Signature & Date: \_\_\_\_\_

Send my transcript immediately

Hold my request for:

current term grades

degree or certificate posting

Dates of Attendance at Roger Williams (approximate)

From \_\_\_\_\_ to \_\_\_\_\_

Did you graduate? \_\_\_\_\_ / What degree? \_\_\_\_\_

Number of copies: \_\_\_\_\_

Send to: \_\_\_\_\_

Attention of: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Number of Copies: \_\_\_\_\_

Send to: \_\_\_\_\_

Attention of: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

*A fee of \$5 is charged for each copy of your transcript. Overnight delivery is available for \$17 (which includes the transcript plus a \$12 delivery charge. In-person requests may be paid with cash, check (made out to Roger Williams University) or a credit card. Faxed requests must include a valid credit card number. All financial obligations must be met before transcripts are issued.*

Date Received \_\_\_\_\_ Date Issued \_\_\_\_\_

Credit Card (circle one)

Visa    Mastercard    AMEX    Discover

Credit Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ / \_\_\_\_\_