



Transcript Request Information/Instruction

General

Important. Transcripts will continue to be issued by the WTU Registrar until further notice. Information regarding the issue of transcripts once the Registrar's Office is closed will be published as soon as the decision is made with proper authorities, no later than June 2015.

In compliance with the U.S. FERPA law on educational privacy rights, a transcript can be released only by a signed request or email authorization from the student to the Registrar.

Transcripts of courses taken at the Union are available for all graduates and any former student who has completed courses for credit.

Transcripts do not include any courses that were taken as an audit by any enrolled student or other person or for any person who was enrolled only to take courses for audit.

Transcripts will not be issued, if there is an outstanding balance on the account.

Process

No form is involved; send letter or email request that includes the following information:

- Student's full name during attendance, current street address, phone number or email address, date of birth and the approximate period of enrollment.
- The complete name and address of each intended recipient, (i.e. school, commercial firm, organization, institution or other individual).
- The number of copies for each recipient.

The fee for the transcript is \$10 for each copy and shall be paid by: 1) check or money order (no cash), made payable to the: Washington Theological Union and mailed to the Registrar; or 2) by credit card via phone.

2-3 working days advance notice is required. If necessary, contact the Registrar's Office (202.541.5264 or merella@wtu.edu).