



Transcript Request Information/Instruction

General

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 by any enrolled student or other person as an audit. Similarly, no transcript is available for any person who was enrolled only to take courses for audit.

Process

The request must include the following information:

- Requestor's full name, street address, phone number or email address, date of birth and the approximate period of enrollment.
- The complete name and address (attn: line, if applicable) of each intended recipient, such as a school, commercial firm, organization, institution or other individual.
- The number of copies and the type of copy (unofficial or official) for each recipient.

The fee for the transcript is \$10 for each copy (unofficial and official). The fee shall be paid by check or money order (no cash), made payable to the: Washington Theological Union. **Payment should NOT be made using the Union's website.**

The written request and payment shall be forwarded by postal mail or brought in person to the: Registrar's Office / Washington Theological Union / 6896 Laurel St., NW / Washington, DC 20012.

For any questions or related information, contact the Registrar's Office (202.541.5264 or merella@wtu.edu).