



Transcript Request Information/Instruction

General

In compliance with the U.S. FERPA law on educational privacy rights, a transcript can be released only by a signed request or release 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 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.

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

Process

No form is involved, so the letter request must include 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 (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) and 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 letter 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.

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