

Wabash College Transcript Request

Transcript requests must be made in writing. We are bound by Federal law not to release academic records without written authorization from the student.

Turn-around time is usually 1-2 business days from the time we receive the request.

You may complete the following form or compose a letter to submit transcript requests
Please note: All requests must contain the following information:

Name:
Years Attended or Graduation Year
Your Complete Mailing Address (confirmation will be sent to you)
Complete Mailing Address Where Transcript is to be sent
Hand Written Signature of Student

FAX Requests to 765-361-6432. **We do not fax official or unofficial transcripts.**

E-MAIL Requests to wilsonl@wabash.edu

Note: Only PDF documents that **bear your handwritten signature will be accepted via e-mail.** (Electronic signatures are not accepted.) **We do not send electronic transcripts.**

There is a \$5.00 fee for each transcript requested. Transcripts requested by Fax or E-mail will be sent before payment is remitted. Credit or debit cards are not accepted.

For Mailed Requests and Payments use the following address:

Wabash College, Attn: Registrar's Office, P.O. Box 352, Crawfordsville, IN 47933.

Checks, money orders or cashier checks should be made payable to Wabash College.

(Cash is also acceptable.)

Currently enrolled students should come to the Registrar's Office located in Center Hall to complete a transcript request form.

Notes: Official transcripts are printed on official transcript paper and include the seal of the college and the signature of the Registrar. Unofficial transcripts are copies that do not bear the official college seal or signature of the Registrar.

Transcripts will not be mailed in separate, signed, sealed envelopes unless specifically requested.