

# TRANSCRIPT REQUEST FORM

Belize Campus: Sea Star Drive ♦ San Pedro Town, Ambergris Caye, Belize

U.S. MAILING ADDRESS: 6956 E. Broad Street, Suite 400♦ Columbus, OH 43213

Phone: +866.966.9843 / WhatsApp: +440.732.5451 ♦ Fax: +614.340.4688 ♦ Email: [admissions@wuhs.edu.bz](mailto:admissions@wuhs.edu.bz)



## Washington University of Health and Science

# WUHS

Please complete this form to request an official transcript from Washington University of Health and Science to be sent to the educational institution specified on this form. Transcript requests are normally processed within five to ten business days and are subject to approval of Admissions/Registrar and the Finance Department. The completed form with the student's signature along with related fees may be submitted in person, by mail, by email or fax.

### STUDENT INFORMATION

#### 1 Full Legal Name:

*Last/Family Name/Surname*

*First/Given/Personal*

*Middle*

#### 2 Student ID Number:

*As appears on ID card*

#### Current Enrollment:

*Program - Semester*

#### 3 Address:

*Number and street or rural route*

*Apt. No.*

*( ) Area Code*

*Phone Number*

*City or Town*

*State*

*Country*

*Zip Code*

### REQUEST INFORMATION

All copies will be mailed to the address provided. The cost per transcript is \$40 USD to be paid by completing a credit/debit card authorization.

#### 4 No. of Copies: (Use separate form for each institution)

#### 5 Where would you like your transcript(s) to be mailed?

**School's Name:**

*Name of Institution*

**School's Code:**

*If available*

**Address:**

*Number and street or rural route*

*( )*

*Phone Number*

*City or Town*

*State*

*Zip Code*

*Country*

Please complete accurate address information for the destination to mail Official Transcript(s) to and indicate the number of copies to be mailed. It is the student's responsibility to provide accurate address information on this form

### FOR OFFICE USE ONLY

Date	Name	Remarks

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## ADDITIONAL INFORMATION

### 6 When would you like your transcripts to be mailed? *(Check only one)*

*Use a separate form for each request. Please be advised that transcripts may be ordered by, or released to, a third party only if written authorization is obtained from the student.*

Mail Immediately;     Mail when current term grades are available;

Mail when degree awarded;

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### 7 How would you like your transcript mailed? *(Check only one)*

*Use a separate form for each request. Please be advised that transcripts may be ordered by, or released to, a third party only if written authorization is obtained from the student.*

Send by Regular Mail at No Charge;

Send by Courier at the following rate (U.S. \$40 and Canada \$60; International - will be quoted);

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## INSTRUCTIONS & AUTHORIZATION

An official transcript will be sent from Washington University of Health and Science listing all credits earned upon the time indicated above. Official transcripts are for educational institutions purposes only and are printed on high quality stock paper, containing the WUHS seal, and the signature of a certified school official.

- *Transcript Requests must be reviewed and approved by the Admissions/Registrar's Office and Finance Department.*
  - *WUHS reserves the right to set criteria for transcript requests.*
  - *There is a \$40 processing fee for each official transcript request. Must be paid at the time of transcript request by completing and submitting a Credit/Debit Card Authorization (see attached form).*
  - *Transcript(s) will be sent within five to ten business days.*
  - *Fee payment and student signature are both required at time of ordering Official Transcript(s).*
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**8 AUTHORIZATION:** I am/was a student of Washington University of Health and Science and I hereby authorize the school to send my official transcript(s) to the educational institution specified in this form. I have read and understand the aforementioned instructions. I fully acknowledge that my official transcript(s) will only be released upon approval of this Transcript Request Form, duly filled and submitted along with a \$40 transcript request fee (per number of transcript requested). I understand transcript(s) will not be issued if I have outstanding balances with any University Department.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**\*\*Mail completed form(s) to school address or fax form(s) to: +614.340.4688 or scan form(s) to email address: [admissions@wuhs.edu.bz](mailto:admissions@wuhs.edu.bz)**

