



# WPI Transcript Request Form

Office of the Registrar  
100 Institute Road, Worcester, MA 01609  
Ph: (508)-831-5211  
Fax: (508)-831-5931

**Instructions:**

To request a copy of your transcript, please fill out this form. You can either fax it to: 508-831-5931 or mail it to: Office of the Registrar, WPI, 100 Institute Rd., Worcester, MA 01609. If paying by check please make it payable to **WPI**. Otherwise, please provide credit card information or billing address for payment.

**Important information:**

**\*\*\*Transcripts cannot be faxed or emailed\*\*\***

**Transcripts are not released to students who have an outstanding financial obligation to the University. Transcripts can only be released with your written permission granted by your signature.**

**Part I Please Print:**

Name while at WPI: \_\_\_\_\_ Student ID: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Dates of attendance or graduation date: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

**Part II Please Print:**

**Select Processing Options**

(Please check all that apply)

Within 3 Business Day's  
Cost: \$4.00

Within 1 Business Day  
Cost: \$10.00

\_\_\_\_\_ x \$4.00 = \_\_\_\_\_  
# of Transcripts Total

\_\_\_\_\_ x \$10.00 = \_\_\_\_\_  
# of Transcripts Total

**For current students who need their transcripts to be held**

- Process **after current term** grades have been posted
- Process **after current semester** grades have been posted
- Process **after degree** has been posted

**Payment options**

(Please check one)

Check       Billing       Credit/Debit       Cash (only in person)

Card # \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Visa       Master Card       American Express

Billing Address: \_\_\_\_\_

\_\_\_\_\_

**Mailing Options**

**(If you have multiple addresses please list them on a separate piece of paper and include your name )**

Pick Up       United States Postal Service

Transcript Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Students Signature: \_\_\_\_\_ Date: \_\_\_\_\_