

Ordering a Transcript

Instructions and Notes

A transcript is a certified copy of a student's permanent academic record. It contains confidential information and cannot be released without the student's signed, specific request. All information must be provided and the appropriate fees must be included.

All transcript requests must be accompanied by a readable copy of the student's government issued photo identification such as a driver's license, passport or WSU ID. Requests will not be processed without this ID.

A person receiving a transcript in person must have identification. Transcripts will only be released to the student or to an individual who has written permission from the student. Transcripts released to the student are stamped "Issued to Student." Some institutions will not accept such transcripts.

Transcripts are withheld with limited exceptions consistent with state and federal laws for any student who owes the university money, property, or documents. Transcripts sent to WSU from high schools or other colleges cannot be duplicated. You must contact those institutions directly for transcripts.

Transcript Fees

Each transcript generated requires a \$12 fee; additional mailing services are added to the \$12 transcript fee; see details below.

Free Transcripts