



Office of the Registrar
Request for a Transcript

Request will not be processed without student's signature and a copy of a valid photo ID. Photo ID must also include your signature.

(580) 774-3007
(580) 774-3795 FAX

Southwestern Oklahoma State University * Office of the Registrar * 100 Campus Dr * Weatherford, OK 73096

Student's Full Legal Name & Address
(Please Include All Possible Last Names)

ID Number

□□□□ □□□□

OR

Social Security Number

□□□□ - □□□ - □□□□□□

Check if your address needs to be updated

Birth date **REQUIRED**

□□ - □□ - □□

*Number of transcripts needed:
(10 transcript maximum)

_____ OFFICIAL: _____ UNOFFICIAL

Check if you want your Official transcripts in individually sealed envelopes

Send now

Name and Address where transcript is to be sent

*Contact Phone # _____

*Email: _____

Are you currently enrolled at SWOSU

Yes No (If no, dates last attended) _____

Send at the end of the semester

Student's Signature

Request will not be processed without student's signature and a copy of a valid photo ID. Photo ID must also include your signature.

*An OFFICIAL transcript carries the university seal and the Registrar's verification. An UNOFFICIAL transcript does not.
*There is no charge for official or for unofficial transcripts.
*Transcripts are released only at the request of the student. Ordinarily, requests are filled within three days of receipt during the semester or within one week following the end of a semester.
PLEASE NOTE: Transcripts will not be sent if there is a hold on the student's account. If the hold is cleared within two months, the transcript request will be processed.

For Office Use Only:

Hold Preventing Trans:	Destroy Date:	Entered in Database:	Additional Notes:
Communication & Date:	ID: Verified:	Sent By & Date:	