

**WILLIAM CAREY UNIVERSITY**

**OFFICE OF THE REGISTRAR**  
710 William Carey Parkway; WCU Box 4  
Hattiesburg, MS 39401  
Phone (601) 318-6195

**REQUEST FOR A TRANSCRIPT**

(Please print all information.)

Date: \_\_\_\_\_ SSN # or Student ID (Preferred) \_\_\_\_\_

**Please give full name when you attended William Carey:**

\_\_\_\_\_  
**First Name                                      Middle                                      Maiden                                      Last**

I request that \_\_\_\_\_ copy(ies) of my transcript be sent to:

**Destination: (Give full name and address below. Be as specific as possible for offices, etc.)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dates of attendance at William Carey: \_\_\_\_\_ to \_\_\_\_\_

Degree and date awarded \_\_\_\_\_ Date of Birth \_\_\_\_\_

**Check one or more of the following which apply:**

- \_\_\_\_\_ Self/ Picked Up
- \_\_\_\_\_ To be mailed
- \_\_\_\_\_ Send transcript now.
- \_\_\_\_\_ Send transcript when grades are posted at the end of the trimester.
- \_\_\_\_\_ Send transcript when completion statement is posted.
- \_\_\_\_\_ Send transcript after degree has been posted.
- \_\_\_\_\_ Send transcript by eSCRIP-SAFE to other colleges/universities in eSCRIP network (if not in network, it will be mailed to address above....most major institutions are in the network.)

Provide your e-mail address for delivery confirmation from eSCRIP-SAFE \_\_\_\_\_

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

Address/Street and Number: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Cell Phone \_\_\_\_\_ Land Phone \_\_\_\_\_

**\*Method of Payment:**

Enclosed check/money order in the amount of \$ \_\_\_\_\_

Charge to \_\_\_\_\_

\*Credit Card Company                                      Card Number                                      Expiration Date

**Transcript Fees:**  
\$5.00 per copy regular/eScrip  
American Express Not Accepted

**Please allow 24-48 hours processing time upon receipt of request.**