



Office of the Registrar
 181 White Street, Old Main 102
 Danbury, CT 06810
 Phone: (203) 837-9200
 Fax: (203) 837-9049
www.wcsu.edu/registrar

Transcript Request Form

Last Name	First Name	MI	Student ID #
Maiden Name (or name while attending)			
Address	City	State	Zip Code
Telephone #		E-Mail Address	

For the fastest and most convenient way to request a transcript, we strongly recommend using **Parchment** instead of the paper form. Parchment allows you to request official transcripts in both digital and paper formats.

- Fast & Efficient:** Requesting an eTranscript is the most efficient way to receive your record, with most online requests processed within 24 hours or less.
- Convenient:** Once you set up your Parchment account, you can effortlessly request transcripts anytime in the future.

Visit our [Transcript Request Page](http://www.wcsu.edu/registrar/forms/transcript/) to create your Parchment account and begin the process. It's simple, fast, and ensures your transcript reaches you without delay! www.wcsu.edu/registrar/forms/transcript/

Important: The Registrar's Office cannot send transcripts via email. All eTranscripts must be requested and processed exclusively through Parchment.

Transcript Type: Official Transcript Unofficial Transcript
Student Status: Current Student Former Student: Last Year Attended, if Known: _____

Number of Copies: _____

Select:

Issue Upon Request (for in-person requests only; photo ID required)
 Mail to me at the above address
 Mail to: (Please provide the full name and complete mailing address of the recipient or institution. Note: We do not have access to address databases, so this information is required to ensure your transcripts are sent accurately.)

Transcript Information:

OFFICIAL TRANSCRIPTS affixed with the university seal are sent directly to a third party. Students may receive an official copy stamped "ISSUED TO STUDENT".

I hereby authorize Western Connecticut State University to release official copies of my academic record to the person/institution named above, with the understanding that the named recipient will not release the record to a third party without my consent.

Student's Signature: _____ **Date:** _____

Falsifying a student's signature is a violation of FERPA regulations and is against the law.

Form effective 11/14/2024