

Request for Transcript

Please complete a separate request form for each transcript copy that you want.

There is a charge of \$10.00 per official transcript.

NOTE: We accept mailed requests with a check or money order and a copy of a photo ID. Do not mail cash.
Mail to Registration and Records, 9101 Fayetteville Rd, Raleigh NC 27603.

Name: _____ **Phone:** (_____) _____
Last First MI

Address: _____
Street or P.O. Box Number

City State Zip

Student ID Number: _____ **Date of Birth:** _____
Month Day Year

Student Email: _____

Were you a student at Wake Tech before 1984? ☐ Yes ☐ No

Name while Enrolled (if different from above): _____

Type of Transcript Requested:

☐ Official transcript ☐ Unofficial / Student Transcript

Check One: ☐ Send now ☐ Send after grades are posted ☐ Send after degree is posted

Options:

☐ **I want to have my Unofficial Student Transcript Faxed. (Wake Tech Does Not Fax Official Transcript)**

Name of Organization / State / Fax # _____

Check One:

☐ I will be picking up my Transcript.
☐ Please allow the person listed below to pick up my transcript, or request Wake Tech to mail my transcript. By signing the form below, I am authorizing the person listed to submit this transcript request on my behalf. (This person must have a photo I.D. to submit the request.) **Note: The student must attach a copy of a photo ID.**

Print Name: _____

☐ **Please mail transcript to the address below.**

Mail To _____
Name

Address

City State Zip

For Office Use Only

Receipt Number: _____
Amount Paid: _____
Transcript Mailed: _____
Transcript Picked Up: _____
By: _____

Signature _____ **Date** _____