



Wayland Baptist University
 1900 W. Seventh St., CMB 735
 Plainview, TX 79072-6998

ELECTRONIC TRANSCRIPT REQUEST FORM

Date Requested _____
 Date Received in Registrar's Office _____

**PLEASE PRINT OR TYPE CLEARLY &
COMPLETELY**

Social Security #	Birth date
Last Name	First MI Maiden Name
Present Mailing Address	
City, State, Zip	
Home Phone	Bus. Phone
e-mail address: (confirmation of sending and receipt of transcript will be sent to this address)	
___ Total Number of transcripts = ___ Issued to College/Employer ___ Issued to Student	
Please send to:	
() Electronic Network Recipient:	
() Electronically Outside the Network	
Name of Recipient:	
Recipient's Email:	
Address:	
City, State, Zip	
Phone Number:	
Signature:	
The above portion must be signed by the student. The form will not be accepted if only credit card portion is signed below.	

Fill In Or Mark Appropriate Blank	
First semester attended _____	Year _____
Last semester attended _____	Year _____
Degree Earned? Y__ N__ What Degree _____ Year _____	
___ Hold for assessed credit	
___ Hold for grades: Plainview or External Campus	
___ Hold for degree posting: Plainview or External Campus	
___ Send upon receipt.	
FOR WAYLAND OFFICE USE ONLY	
Business Office _____	Y__ N__
Initial _____	Date _____
Registrar's Office _____	Y__ N__
Initial _____	Date _____
Request Denied Because:	
___ Account Not Cleared in Business Office	
___ Student Loan Repayment Not Current	
___ Admissions Process Not Completed	
If denied, re-submit request to:	
Wayland Baptist University Office of the University Registrar 1900 W. Seventh St., CMB 735 Plainview, TX 79072-6998 Fax: (806) 291-1960	
Charge for Transcript:	\$5.00 per copy
Revised 11/03/2010 H:\FORMS ELEC\XPTRQST	

Credit Card Information

Credit Card Number: _____

Expiration Date: _____

Card Holders Name: _____

Card Holders Signature: _____

Amount Authorized to be charged: _____

Once you have completed the above form with signatures and payment information, you can fax this to (806) 291-1960. If any of the above information is not legible or is not received in its entirety (smudges, lines, ink breaks, etc.), your transcript request will not be processed.