



**REQUEST A TRANSCRIPT**

**Policy:** Official transcripts are only sent at the written request of the student. A signed request form must be received prior to records being released.

**Directions**

Please complete this form and return it to us via mail (see our address above), email attachment to [fisc@cals.wisc.edu](mailto:fisc@cals.wisc.edu), or fax at 608.265.5905. You can expect your transcript 7 - 10 business days after you mail or fax your request.

**Student Information**

<b>Name</b>	<b>Last:</b>	<b>First:</b>	<b>Middle:</b>
<b>Student ID#</b>	-	-	<b>Phone #</b>
<b>E-mail</b>		<b>FISC Dates of Attendance</b>	<b>Year:</b> <b>Year:</b>
<b>Type of Program</b>	<input type="checkbox"/> FISC Program	<input type="checkbox"/> Interim Only	<input type="checkbox"/> Other:

**Mailing Address (Where would you like your transcript sent?)**

<input type="checkbox"/> <b>Home Mailing Address</b>	<b>Addressee:</b>				
	<b>Address:</b>				
	<b>City:</b>	<b>State:</b>	<b>ZIP:</b>		
<input type="checkbox"/> <b>School Mailing Address</b>	<b>Addressee:</b>				
	<b>Address:</b>				
	<b>City:</b>	<b>State:</b>	<b>ZIP:</b>		
<input type="checkbox"/> <b>2<sup>nd</sup> School Mailing Address</b>	<b>Addressee:</b>				
	<b>Address:</b>				
	<b>City:</b>	<b>State:</b>	<b>ZIP:</b>		

**Unofficial Transcript Request**

*Email unofficial transcript to the same email listed above*       *Email to another address:* \_\_\_\_\_

**Student Acknowledgement**

**Terms:** I authorize UW-Madison to release my transcript(s) as requested. I agree to do business electronically with the University of Wisconsin – Madison. I understand that transcripts are printed ‘as is’, and it is my responsibility to verify that grades are available before ordering. I understand that all university holds must be cleared prior to ordering my transcript.  **I agree to the terms above.**

<b>Student's Signature</b>		<b>Date</b>	
----------------------------	--	-------------	--

**College Action**

<b>Internal Procedure:</b> Date stamp and give form to Student Status Examiner.			<b>Date Received Stamp</b>
<i>Initial and Date Box Once Completed</i>			
<b>Date Sent</b>		<b>Explanation</b>	
<b>Not Sent</b>			