

RETURN TO: Willamette University Sponsored Off-Campus/Study Abroad Programs
Transcript Request Form and/or Freshman/Transfer Verification
Willamette Students Only

Applicant WU ID #: _____

Applicant LAST NAME: _____

Applicant FIRST AND MIDDLE Names: _____

To the student: This is an authorization for the Office of International Education to obtain your WU transcript and/or status information from the Registrar for inclusion with your study abroad application and for any subsequent needs related to study abroad. EVERY W.U. applicant is required to complete this form as part of his/her study abroad application. This form only enables us to receive your WU transcript, not transcripts from other universities. **It is subject to the same deadline as all other application materials. DO NOT REQUEST A TRANSCRIPT THROUGH THE OFFICE OF THE REGISTRAR.**

1. Complete the top section with your full Name and ID#.
2. Complete the section below regarding transcripts from other institutions.
3. Sign and date this form.
4. Return this completed form to the Office of International Education by 4 p.m. 12/2/2011.
Matthews Academic Center- Matthews Hall

We encourage you to complete this request and return it to International Education as far in advance of the deadline as you are able. This form MUST be IN the Office of International Education by the deadline in order to be considered to have met the deadline. DO NOT return this form to the Registrar.

Other undergraduate institutions you have attended:

You are responsible for contacting EACH institution and request an official transcript according to their requirements. The WU Registrar cannot supply the Office of International Education with transcripts from other institutions. Record of transfer credit on your WU transcript does NOT replace an official transcript from the institution where the courses were fulfilled. Failure to obtain applicable transcripts may render your application incomplete and will not be considered.

MARK ONE:

- _____ I have requested appropriate transcripts from all other undergraduate institutions where I have received undergraduate credit. I understand OIE must receive this official transcript by the application deadline. Transcripts should be sent to the Office of International Education, 900 State Street, Salem, OR 97301.
- _____ I agree that there are no other institutions that can provide undergraduate credit transcript(s) for me.

Applicant SIGNATURE

Date

STUDENTS: Return this completed form to the Office of International Education by 4:00 p.m., December 2, 2011.
Matthews Academic Center- Matthews Hall