Request for Transcript

All obligations to the College MUST be cleared before transcripts are sent.

$9.25 fee per request.
All transcripts from RWC/NES included.

Number of copies to the address below ______

Please allow **five working days** for processing this request. More time may be required at the end of each semester.

Did you attend RWC prior to 1995?  □ Yes  □ No

Please Check One

□ Date to be picked up ________  □ a.m.  □ p.m.
(Please allow 24-hour minimum turnaround)
□ Mail as soon as possible
□ Mail after current semester grades are posted
□ Mail after degree is posted

Student is **responsible** for correct mailing address. Be sure to identify the office or person to whom this transcript is being sent.

To______________________________________________

________________________________________________

________________________________________________

________________________________________________

________________________________________________

For Office Use Only

Amount Paid $________________________

Cash____  Check____  Charge____  N/C____

Prepared by______________________________

Date______________________________

Roberts Wesleyan College  ●  2301 Westside Drive  ●  Rochester, NY 14624-1997  ●  800.777.4RWC