



# WILLIAM JEWELL COLLEGE

Office of the Registrar ✧ Box 1025 ✧ 500 College Hill ✧ Liberty, MO 64068  
Phone: 816-415-5979 ✧ Fax: 816-415-5005  
Email: theregistrar@william.jewell.edu

## TRANSCRIPT REQUEST

### PLEASE NOTE:

1. All applicable blanks on this form must be completed. **Your signature is required by Federal law.**
2. Students who are currently enrolled at the College should normally request transcripts via Etrieve.
3. Unless you are a currently-enrolled student, there is a charge, payable at the time of your request, of **\$10.00 for each transcript ordered.**
4. **PAYMENT IN FULL MUST BE MADE BEFORE THIS REQUEST WILL BE PROCESSED.** Acceptable methods of payment include: check, money order, or online payment via credit / debit card. (If you are paying online, instructions are at <https://www.jewell.edu/resources/transcripts>.)
5. Requests will be filled as quickly as possible, but please allow up to 2-3 business days for the processing of your order.
6. **Transcripts will not be issued for former students who still have a financial obligation to the College or any other account hold.**

Please PRINT clearly:

\_\_\_\_\_  
(LAST NAME) (FIRST) (MIDDLE)

\_\_\_\_\_  
(STREET ADDRESS)

\_\_\_\_\_  
(CITY) (STATE) (ZIP)

\_\_\_\_\_  
(OTHER NAMES under which you were enrolled—maiden, married, etc.)

\_\_\_\_\_  
(WJC ID # or SOCIAL SECURITY #)

\_\_\_\_\_  
(DATE OF BIRTH)

\_\_\_\_\_  
(PHONE)

\_\_\_\_\_  
(EMAIL ADDRESS)

### Reason for Request:

- Employment
- Graduate school
- Scholarship
- Transferring from WJC
- Other: \_\_\_\_\_

### Your WJC Status:

- Currently-enrolled student (*no charge*)
- WJC graduate Grad Year: \_\_\_\_\_
- Former student (*did not graduate from WJC*)  
Last year attended: \_\_\_\_\_ (*approximate*)

### Processing Instructions:

- SEND NOW (*Regular Processing*)
- HOLD for Current Semester grades to be posted  
(max of 3 without charge if transferring)
- HOLD for Graduation Information to be posted  
(max of 3 without charge for current students)
- OXBRIDGE major (Include Oxbridge description)

**Transcript Order:** TOTAL NUMBER OF TRANSCRIPTS: \_\_\_\_\_

*Any printed transcript should be considered to be official. A faxed or emailed transcript might not be considered to be official by the recipient.*

**PICK UP** in person at Registrar's Window (*You must indicate in writing if another person is authorized to pick up.*)

**MAIL to SELF** at above address

**MAIL to:** \_\_\_\_\_ (Name of institution, company, agency, etc.) \_\_\_\_\_ (Name of person, department, office, etc.)  
 \_\_\_\_\_ (Street address or P. O. Box) \_\_\_\_\_ (City) \_\_\_\_\_ (State) \_\_\_\_\_ (Zip)

**Check if:**  Additional recipients are listed on reverse side of this form  Additional recipients are listed on attached separate sheet

**FAX to:** (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Attention: \_\_\_\_\_

**EMAIL to :** \_\_\_\_\_

**Total Paid: \$** \_\_\_\_\_ **Method:**  Credit / Debit Card ( Online  In Person) |  Cash |  Check # \_\_\_\_\_ |  Money Order # \_\_\_\_\_

**CERTIFICATION OF DOCUMENTS \$30.00** – If any documents need to be certified, you must contact the Registrar's Office, after submitting this form, to complete the process & set up an appointment. [Phone 816-415-5979 or email [theregistrar@william.jewell.edu](mailto:theregistrar@william.jewell.edu).]



\_\_\_\_\_  
(YOUR SIGNATURE — REQUIRED BY LAW)

\_\_\_\_\_  
(DATE)

*WJC's policy on the release of student information complies with federal regulations and FERPA (Family Education Rights and Privacy Act).*

**FOR OFFICE USE ONLY:**  Credit / Debit Card / Approval # \_\_\_\_\_ |  Cash |  Check # \_\_\_\_\_ |  Money Order # \_\_\_\_\_

**TOTAL \$** \_\_\_\_\_

\_\_\_\_\_  
DATE RECEIVED

\_\_\_\_\_  
DATE PROCESSED

\_\_\_\_\_  
BY