



Westmont College Official Transcript Request

Transcripts Are Not Issued Without Financial Clearance from the Business Office

For Business Office questions, please call 877.537.7966 (Toll Free) or e-mail studentaccounts@westmont.edu

First Name:	Middle Name:	Last Name:	
Student ID # or Last 4 digits of SSN	Last Name While at Westmont (if different):	Date of Birth:	Dates (years) Attended Westmont:
Street Address:		City:	State: Zip:
Daytime Telephone Number:		E-mail Address:	

- Process my request:** Now When grades are posted for current semester When my degree has been posted
- I have attached a document that needs to be included with my transcript.
- I will pick up my transcript from the Student Records Office in Kerrwood Hall (Address below not needed)

RUSH AND REGULAR REQUESTS MUST BE ON SEPARATE FORMS

A complete and accurate mailing address is **REQUIRED**.

One address per form

We do not Fax transcripts

Mail To _____

Address _____

REG Qty REG Amt \$

Processing Costs:
Regular Processing: \$14 per copy. Allow 3 business days for processing.

RUSH Qty RUSH Amt \$

Rush Processing: \$20 total processing cost per Rush copy. Allow 2 business days for processing.

Delivery Amt \$

Delivery Costs: (FEDEX/UPS DO NOT SHIP TO PO BOXES)
Delivery Costs (per request): U.S. Mail: No additional cost **Next Day:** \$30 **2-day:** \$20.00
 *FedEx/UPS International: Costs vary by destination, you will be contacted via e-mail for payment authorization prior to processing your transcript request.

TOTAL Qty \$

***Phone # of International Destination REQUIRED:**

Total Amount (If necessary, we will adjust the total amount to be consistent with all requests submitted at same time.)

Payment Methods:

VISA or MasterCard ONLY

Credit Card Number: _____ **Expiration Date:** _____ ***Name on Credit Card:** _____

Personal Check: Please make check payable to Westmont College.

Signature (required)

Date

Your signature authorizes Westmont to release your transcript and charge your credit card.
 *If the card does not belong to the student, a separate signature from the cardholder is **REQUIRED**.

Mail Transcript Request (and check) to:
 Westmont College
 Student Records Office
 955 La Paz Road
 Santa Barbara, CA 93108-1089

E-mail Scanned Request to:
 registrar@westmont.edu