



# The University of Montana Western

## Request for Official Transcript of Academic Records

710 S Atlantic St, Dillon, Montana 59725

(406) 683-7371 or (877) 683-7331 or FAX: (406) 683-7493

**YOUR COMPLETE NAME & ADDRESS:**

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**STUDENT IS RESPONSIBLE FOR COMPLETE & LEGIBLE ADDRESS.**

Records cannot be released without the written consent of the student.

I would like my transcript:

Sent Now   
  Held for student pick up   
  Held for degree to be posted  
 Held for semester grades from:    
  Held for grade change for:

Student ID or SSN:     Today's Date:   
 Phone:     Birth Date:   
 Maiden/Other names used:

Approx. Dates of Attendance:  semester & year to  semester & year   
 Degrees Earned:

**Provide complete information to avoid extra cost and time delays. No transcript will be released to any student whose obligations to the University have not been met.**

**There is a \$10 charge for each transcript. Additional** rush service is \$10, and overnight or two day mail delivery are listed below. Requests for partial transcripts will not be honored; transcripts will show all work completed at Montana Western with any transfer work accepted/posted.

**Total Number of Transcripts Desired**   
  Regular Mail  
 Rush-processed in 1 business day; \$10 fee   
  FAX-unofficial; must include recipient address to send via mail. \$1 per page fee.   
**FAX Number:**   
 Express Mail-fee charges depend on current postal rates. Select desired mailing service.  
 USPS Express \$22.68   
 USPS Priority \$7.65   
 FedEx \$25.00   
 FedEx International \$75.00  
 Request for audit of General Education Core completion (These audits are completed only if transcripts are sent to a unit of the Montana University System).

**Payment Options:**  Cash     Personal Check/Money Order

\*UMW does not accept American Express.

Debit/Credit Card:

Card Number   
  Exp. Date   
  CVV Security Code

Name on Card   
  Type of Card   
  Billing Zip Code

**Student Signature**

**SEND TO:**

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Office Use Only			
Transcript	x	\$10.00	=
Rush	x	\$10.00	=
Fax (per page)	x		=
Express Mail			=
Clerk:	Amount Due	=	
	Amount Paid	=	
Date Received	Date Sent		