



Heritage University Registrar's Office, Attn: Transcripts, 3240 Fort Road, Toppenish, WA 98948  
Phone: (509-865-8506), Fax (509) 865-8659

### ACADEMIC TRANSCRIPT REQUEST

Name \_\_\_\_\_  
Last First Middle (Previous)

Current Address \_\_\_\_\_  
City State Zip

Student Email: \_\_\_\_\_ Phone \_\_\_\_\_

Student ID# or Social Security # \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_

\*Disclosure of Social Security Number (SSN) is voluntary. It is used for identification purposes only. If you object to the disclosure of your SSN, an alternate identification number can be provided upon request.

Attended:  Heritage University  Fort Wright  Both

Type of transcript:  Official-Fee \$15.00  Unofficial (Free)  
Additional copies \$15.00 needed \_\_\_\_\_ Copies needed \_\_\_\_\_  
Total Transcript Fee: \$ \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Federal law requires that transcript requests be made in writing and be signed by the student.

**Please check one box:**

Please mail the transcript(s)  Fax: \_\_\_\_\_  
 to the address below  to my current address

**If transcripts are to be sent to more than one address, please use additional forms.**

**Mail to:**

Institution \_\_\_\_\_  
Attn: \_\_\_\_\_  
Address \_\_\_\_\_  
City State Zip

**If your transcript is not to be processed immediately, please check the appropriate box.**

- Hold for current Semester's grades (allow one week after finals): Semester \_\_\_\_\_
- Hold for \_\_\_\_\_ degree/certificate to be posted (allow 2-4 weeks after semester ends)
- Hold for a grade change in: Course \_\_\_\_\_ Semester \_\_\_\_\_

Credit Card: Visa ( ) Master Card ( ) Credit Card Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Exp. Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**For Office Use Only**

Ordered: \_\_\_\_\_ Paid: \_\_\_\_\_

Picked Up/Mailed: \_\_\_\_\_

**ID required for transcript pick up.**

**NOTE:** *Transcripts will be processed 24-36 hours from requested date.*

*Transcripts will not be issued for a student with any outstanding debts to Heritage University.*

*Transcripts from other institutions cannot be copied. They must be obtained from the original College/University.*