

# Request for Official Walden University Transcripts

## Student information *(please print)*

Student name:		Name(s) used while attending:	
Dates of Attendance:		Program/major:	
Student address: <i>(street, city, state, zip)</i>			Email address/cell phone:
Walden ID number:	Social Security number:	Date of Birth <i>(mm/dd/yyyy)</i>	Daytime phone:

Using the boxes below, clearly **print the name and complete mailing address** for transcript delivery. Use boxes on next page for additional delivery addresses, if necessary. **Incomplete information could result in a delay in processing and/or delivery.**

## Delivery information *(box for additional addresses on next page)*

Name:
Address 1.
Address 2.
City:
State, zip/province:
Number of copies to this address:

### Transcript type requested:

- Student copy
- Official copy delivered by the student to a third party
- Official copy mailed directly to a third party
- Check here if you want to receive a copy of your Residency Report (if applicable)**

### Special processing requests:

- Hold for current course grades: \_\_\_\_\_ *(indicate course)*
- Hold processing and delivery until degree is posted to record

### Important notes:

- Walden University does not charge for transcripts. However, we reserve the right to limit requests.
- Transcripts **cannot** be sent if you have outstanding financial obligations to Walden University.
- Requests are processed daily; during peak periods requests **may take 7 to 10 workdays to process.**

<b>Student signature: <i>(required below)</i> Date:</b>  	<b>Mail or fax completed form to:</b> <b>Walden University</b> <b>Attn: Transcripts</b> <b>650 S. Exeter St.</b> <b>Baltimore, MD 21202</b> <b>Fax: (410) 843-6416</b>
<b>Questions? Call 1-800-WaldenU or email <a href="mailto:transcripts@waldenu.edu">transcripts@waldenu.edu</a></b>	

Using the additional boxes below, clearly **print the name and complete mailing address** for additional transcript delivery. **Incomplete information could result in a delay in processing and/or delivery.**

**Delivery Information**

Name:
Street:
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