

## Transcripts

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A transcript is a certified copy of a student's permanent academic record. It contains confidential information and cannot be furnished/released without the student's signed, specific request.

Transcripts may be ordered online, in person at the registrar's office, or by submitting a request form via mail. Request forms and more detailed information are available at the registrar's transcript webpage (<http://wichita.edu/transcripts/>)<sup>1</sup>. A person's undergraduate and graduate transcripts may be ordered separately.

Transcript requests received in person or via mail must be accompanied by a readable copy of government-issued photo identification such as WSU ID, driver's license or passport. Requests will not be processed without this ID.

Mailed transcript requests should be sent to:

Attention: Transcripts  
Office of the Registrar  
Wichita State University  
1845 Fairmount  
Wichita, Kansas 67260-0058

**Reminder:** No one, including spouse or parent, can request or pick up another person's transcript without written authorization and proof of identity from that person.

If a person has not returned borrowed university property or has other outstanding obligations, transcript services may be withheld, with exceptions consistent with state and federal laws.

<sup>1</sup> Link opens new window.