



# WESTERN OKLAHOMA STATE COLLEGE

Department of Admissions

## Request for Official Transcript

2801 North Main • Altus, OK 73521  
Phone 580.477.2000 • Fax 580.477.7723

DATE \_\_\_\_\_ SOCIAL SECURITY NO \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ BIRTHDATE \_\_\_\_\_

NAME \_\_\_\_\_  
(Last) (First) (MI) (Previous Last Name)

ADDRESS \_\_\_\_\_  
Street City State ZIP

PHONE NO \_\_\_\_\_ Did you attend WOSC Prior to 1990? \_\_\_\_\_

### MAIL TO:

Name of school: \_\_\_\_\_

Address: \_\_\_\_\_

City, State and Zipcode: \_\_\_\_\_

### AND/OR

Fax to (Only if Unofficial is needed): \_\_\_\_\_  
(Fax Number where you want the transcript sent – Faxed copies are Unofficial)

SEND NOW or  END OF SEMESTER  NUMBER OF COPIES

Overnight (fee) – Please list a contact number so we can call for payment information \_\_\_\_\_

\* NO P.O. BOXES FOR OVERNIGHT REQUESTS

SIGNATURE \_\_\_\_\_

(A transcript cannot be released without the student signature)

Obligations with WOSC must be cleared before release of official records.

There is no charge to process transcript requests at Western Oklahoma State College.

Please fax or mail this **signed** form to Western Oklahoma State College for processing.  
WOSC does **not** accept transcript requests that are emailed.