

**Southern Wesleyan University Transcript Request Form**

Office of Academic Records  
PO Box 1020  
Central, SC 29630

Phone: 864-644-5530  
Fax: 864-644-5971

Transcripts are \$5.00 per copy. Transcript requests are typically processed within 24 hours. During peak activity periods such as registration, graduation or University holidays, allow additional time for processing. Payment must be received prior to processing. If you are faxing the request, you must include all debit/credit card information on the request. Transcripts will not be released until all financial obligations have been met. **If you require a letter of completion, please indicate this in the special instructions box. In order to receive a letter of completion, you must have met all graduation requirements, and your scheduled graduation must be more than one month away. Additional time is required for processing letters of completion.**

**Student information:**

Name: (Last) (First) (Middle) (Maiden)

Current Address: (Street) (City) (State/Zip)

(Home phone) (Daytime phone)

(Social Security Number) (SWU Student ID Number)

Currently enrolled? Yes No If no, last date attended:

Student Signature (Required!) (Authorizes release of academic record pursuant to the provisions of the Family Educational Rights and Privacy Act of 1974, as amended.)

**Forward Transcript to:**

(Name) (Address) (City) (State/Zip) Special Instructions:

**Payment Information:**

\_ Check/Money Order payable to SWU \_ Visa \_ Mastercard \_ Discover

Name as it appears on Card

Card Number

Three Digit Security Code Amount

Billing Address

Signature Card Exp. Date