Heritage University

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

TRANSCRIPT REQUEST FORM

Transcripts will be processed on Thursdays and mailed out on Fridays ONLY. Transcript requests must be received by 5:00 p.m. on Wednesday to be processed on Thursday. A $10.00 fee is required for a official or unofficial transcript before it can be processed. Additional transcripts after the first one, is available for $5.00. Same day processing for official transcripts is available for $15.00. You may pay by cash, check or credit card.

Please check all that apply:

University Attended: **Heritage University** _____ Fort Wright _____
Official Quantity _____ Unofficial Quantity _____
Mail _____ Pick Up *_____ Same Day (Official)_____Fax_____
Send Now _____ OR Hold Until:
End of Current Semester ____
Degree is Posted ___ Month and Year of Graduation:_____/_____
Grade Change ___Course Number _____Term_____

Please Print:

_____ _____ _____ _____-_____-_____
Last Name First Name Middle Initial Previous Name(s) Birthdate SS#

_____ _____ _____ _____
Address City State Zip Code

(_____)_____ (_____)_____ _____ _____
Home Phone # Work Phone # Student Signature Date

Send Transcript To:

1. _____ Qty: _____
Name

_____ _____ _____ _____
Address City State Zip Code

2. _____ Qty: _____
Name

_____ _____ _____ _____
Address City State Zip Code

3. _____ Qty: _____
Name

_____ _____ _____ _____
Address City State Zip Code

Credit Card: Visa ( ) MasterCard ( ) Credit Card Number:_____-_____-_____-_____ Exp. Date _____-_____

$ **Financial indebtedness to Heritage University prevents release of transcripts.**
* Transcripts not picked up within four weeks will be sent to the student's address.
SSO:
Date Rec'd _____ Ch # _____ Fee Paid _____Initials _____ Date Sent/Picked Up _____ Initials _____