

# Transcript Request Form

Official transcripts are issued to students at no charge. **Please allow 3 to 5 business days for processing.** Transcripts will not be issued unless all obligations to the college are cleared. Transcripts of scholastic work completed at other schools cannot be released by Fort Lewis College. If you are registered for the present or future term at Fort Lewis College and do **not** plan to attend, you must cancel your registration via WEBOPUS. If you are unable to do this, contact the Registrar's Office in writing prior to the first day of the term to request withdrawal to avoid tuition and fee charges. You must also notify the offices of Financial Aid and Housing.

## Student Information

First Name \_\_\_\_\_ M.I. \_\_\_\_\_ Last Name \_\_\_\_\_  
Prior Name Used \_\_\_\_\_ Date of Birth \_\_\_\_\_  
Student ID# or SSN \_\_\_\_\_ Last Date of Attendance \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Daytime Phone \_\_\_\_\_ Signature (Required) \_\_\_\_\_

## Send Transcripts to The Following

Name/Organization \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Number of copies: \_\_\_\_\_ Same Envelope: yes no Mail Hold for pick up\*

Name/Organization \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Number of copies: \_\_\_\_\_ Same Envelope: yes no Mail Hold for pick up\*

Name/Organization \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Number of copies: \_\_\_\_\_ Same Envelope: yes no Mail Hold for pick

## Special Instructions

Hold until end of term  Hold for posting of degree  
 Hold for removal of "I" or grade change in (must specify) \_\_\_\_\_

\* Official transcripts picked-up by the student are "issued to" the student.

### Return this form to:

Fort Lewis College, Registrar's Office  
1000 Rim Drive, Durango, CO 81301-3999  
Phone (970) 247-7388 Fax (970) 247-7598