



Transcript Request

Arizona Western College
Admissions and Registration
Telephone (928) 344-7550
Email: records@azwestern.edu

Personal transcripts are issued only to the student, or the student's representative with a written release and the student's signature. A valid picture ID must be presented when picking up transcripts in person.

Student Information (please print)

Student ID# _____ Dates Attended AWC _____

Name _____
Last First Middle Initial

Maiden/Previous Name(s) _____ Birth Date _____
(MM/DD/YYYY)

Address _____
Number / Street / Apartment# City State Zip Code

Phone# _____ E-mail _____

Number Requested _____ Official _____ Unofficial _____

Student Signature _____ Date _____

Send transcript to:

*Please complete one form for each address. A complete address must be provided.
A window envelope is used, so make sure the address fits within the boxed area.*

Institution/ Name: _____
Attn/Office: _____
Address: _____
City/State/Zip: _____

Processing Time

Normal: 3 Business Days
Holds: Depend on grade/degree processing

Policies

- Transcripts are not processed if there are any financial obligations owed to the college.
- This transcript includes all work at Arizona Western College, any transfer credits, and any work in-progress.

Hold Requests:

- Final grades for term _____
- Grade change for term _____ Course: _____
- AGEC Certification Term Requested: _____
- Degree/certificate posting Term Requested: _____

For Office Use Only

ID Check Received by: _____ Date Completed: _____