



# Transcript Request

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

*A fee of \$5.00 per transcript must be paid prior to submitting a Transcript Request Form. For online transcript ordering, please visit [www.getmytranscript.org](http://www.getmytranscript.org)*

### 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.

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.

### 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: \_\_\_\_\_