

SKIDMORE COLLEGE

University Without Walls

UWW Student Transcript Requests

The UWW transcript is a narrative document. It consists of a cover sheet which lists transfer credits as well as UWW courses completed, and evaluation forms for each completed UWW course. The cover sheet is prepared by the UWW office. Two evaluation forms are submitted for each course: one is prepared by the student, and the other is submitted by the instructor. It is the student's responsibility to insure that both evaluation forms have been received for each completed course. Only courses for which both evaluation forms have been received will be listed on the transcript. This transcript request must include the **student's signature**. Faxed requests must be followed by a signed request before transcripts can be mailed. Please include addresses below for transcript recipients and deadline information when known. Please allow 3 weeks for preparation of the transcript. There is a \$5.00 charge for each transcript.

First Name

Middle Initial

Last

Soc Sec #:

Will **all** transcripts be sent to the **1st address**? YES NO

(Maiden)

Phone #:

Number of Transcripts - @ \$5.00 each

1st Address:

2nd Address:

Attn:

Attn:

Street:

Street:

City: State: Zip: Deadline:

City: State: Zip: Deadline:

3rd Address:

4th Address:

Attn:

Attn:

Street:

Street:

City: State: Zip: Deadline:

City: State: Zip: Deadline:

5th Address:

6th Address:

Attn:

Attn:

Street:

Street:

City: State: Zip: Deadline:

City: State: Zip: Deadline:

After completing this request form, click on Acrobat Reader's **print** button, **sign** and **send** with a check or money order* to:

University Without Walls
Skidmore College
815 N. Broadway
Saratoga Springs, NY 12866

Check one: Visa M/C Acct #:

Exp. Date:

Enter name exactly as it appears on the card:

* A credit card can be accepted over the phone if you do not wish to enter the number here 518-580-5450

Your Signature Here

Date