



**Mail to:**  
 Washington School of World Studies  
 Dwight D. Eisenhower Building  
 1956 Ambassador Way  
 Spokane, WA 99224-4006

**or fax to:**  
 ATTN: Washington School of World Studies  
 866-654-3749

**Email:**  
 mail@schoolofworldstudies.org

## REQUEST FOR TRANSCRIPT

Date \_\_\_\_\_ Daytime Phone Number ( \_\_\_\_\_ ) \_\_\_\_\_

- Pre-payment is required at the time of request.
- **Fax this request to 866.654.3749 Attn: Washington School of World Studies ONLY if you have included all required credit card information in the spaces provided.**
- A check or money order must be included if you are not using a Visa or Mastercard for payment.
- Transcripts are confidential and can only be released with signed request from the delegate/student or the delegate's/student's family.
- **Initial transcripts are provided free of charge and are sent to the delegate's/student's home address. If you have not received your initial transcript, please call us at 866.504.9396 and do not fill out this form.**

Please select one of the following:  Transcript  Letter of Participation

### STUDENT INFORMATION

(please print or type)

Name \_\_\_\_\_  
last first middle

Address \_\_\_\_\_  
street city state/province zip/postal code country

Delegate/student ID# \_\_\_\_\_ First attended/Year traveled \_\_\_\_\_

Student signature (required) \_\_\_\_\_

Parent/Guardian signature (required) \_\_\_\_\_

### DELIVERY INFORMATION

(if different from home address above)

Name of school/institution \_\_\_\_\_ Attn: \_\_\_\_\_

Address \_\_\_\_\_  
street city state/province zip/postal code country

### TYPE AND FEES

- Qty. \_\_\_\_\_ **Regular Service - \$5.99 each**  
 Mailed via US First Class Mail within four business days of transcript request.
- Qty. \_\_\_\_\_ **Regular Rush Service - \$9.99 each**  
 Mailed via US First Class Mail after 3 p.m. of the day following receipt of transcript request.
- Qty. \_\_\_\_\_ **FedEx Service\* - \$15.99 each**  
 Mailed via FedEx 2nd Day Air after 3 p.m. of the day following receipt of transcript request.
- Qty. \_\_\_\_\_ **FedEx Rush Service\* - \$20.99 each**  
 Mailed via FedEx Next Day Air after 3 p.m. of the day of receipt of transcript request. (Request must be received by 12 p.m.)

\*FedEx Service: Credit Card Payments Only—No PO Box numbers accepted.

### PAYMENT INFORMATION

- Check or money order enclosed.
- Please charge my credit card. Total Charge \$ \_\_\_\_\_ (complete information below)
  - Visa  Mastercard

Card# \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ 3-Digit CVV Code \_\_\_\_\_ Exp. Date: \_\_\_\_\_ - \_\_\_\_\_  
(located on the back of card) mm yyyy

Name \_\_\_\_\_ Signature \_\_\_\_\_  
print name as it appears on credit card requires authorized signature



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## REQUEST FOR TRANSCRIPT (CONTINUED)

Date \_\_\_\_\_ Daytime Phone Number ( \_\_\_\_\_ ) \_\_\_\_\_

**Use this page for additional transcript delivery requests.**

### STUDENT INFORMATION

*(please print or type)*

Name \_\_\_\_\_  
*last first middle*

### DELIVERY INFORMATION

Name of school/institution \_\_\_\_\_ Attn: \_\_\_\_\_

Address \_\_\_\_\_  
*street city state/province zip/postal code country*

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