



The University of Western States provides official and unofficial transcripts upon receipt of a signed, written request to Office of the Registrar. The Transcript Request form may be found on the university website or in the Office of the Registrar. Requests for official transcripts must be accompanied by payment in the form of check, cash or charge in the amount of the current transcript fee (also posted on the website). Official transcripts bear the registrar's signature and UWS seal.

Requests for transcripts will be honored only when the student or graduate is in good financial standing (has no indebtedness to the university).

Transcripts are sent via U.S. Mail within three to five business days to the third-party recipients listed on the request. When available and requested, a copy of the graduate's diploma can be included with official transcripts sent to state licensing boards at no additional charge.

Transcripts from other institutions that are part of a student's academic record are available for the student's review in the Office of the Registrar. UWS does not provide copies of the transcripts for other institutions. Students must request transcripts directly from the originating institution.

**Related Policies:** [Policy 1231 Student Record Retention and Disposal](#)  
[Policy 1232 Student Record Privacy \(FERPA\)](#)

**Keywords:** disposal, FERPA, privacy, records, registrar, retention, student records, transcript