

Wolford College

1336 Creekside Blvd Suite 2

Naples, FL 34108

Office: (239) 513-1135 Fax: (239) 513-1368

Transcript Request

Transcripts are processed and mailed within 3-7 business days. The request can be made by mail, or in person. **As per Wolford College policy, we do not fax or email official or student copies of transcripts.**

- **In Person:** Payment can be made at the Financial Aid Office
To receive a printed transcript, you will need to show a valid photo ID (i.e. driver license) and transcript request.
- **By mail:** **1.** Completed transcript request form **2.** A valid method of payment Money Order or Cashier's check payable to Wolford College **3.** Mail to the address above.

Personal Information (please print clearly)

Name _____
(Last) (First) (Middle)

Month/Year of Attendance: ____/____ to ____/____

Last name used while attending Wolford College: _____

Date of Birth ____/____/____ Social Security Number ____/____/____
mo date year

Current Street Address _____

City _____ State _____ Zip Code _____

Home Phone _____ Work/Cell Phone _____

Signature of Student Date

Official Transcript _____ Student Copy (Unofficial) _____

____ Send transcript as is _____ Hold until degree is conferred

____ Hold for current term grades _____ Hold transcript, pick up in person (Must present photo ID).

(Complete Address required)

\$ 15.00 Regular U.S. Mail **Mail to:** _____

\$ 21.00 Certified Mail _____

\$45.00 Overnight FEDEX _____

Note: If you attended NRWSNA, you must request your transcripts at Florida Gulf Coast University.

School use only

Date printed: _____ Date mailed: _____ By: _____