



Weber Institute of Applied Sciences & Technology

Weber Main Office, Cristina Guzman, *Senior Registrar*
 302 W Weber Avenue, Stockton, CA 95203
 (209) 933-7330 Ext. 7941 | Fax (209) 466-7533
 Email: cristinaguzman@stocktonusd.net



Transcript Request Form

Complete this form and send it to the Registrar via mail, fax or email.
 Please allow 48-72 hours to process your request.

STUDENT'S LAST NAME	STUDENT'S FIRST NAME	STUDENT ID #	DATE OF BIRTH
			/ /
GRADUATION YEAR OR LAST YEAR ATTENDED		PHONE NUMBER	
		() -	
I AM REQUESTING:		Official vs. Unofficial Transcripts	
<input type="checkbox"/> Official Transcript be mailed to the college address below: _____ _____ _____ _____		<ul style="list-style-type: none"> ● Official transcripts are signed and sealed in an envelope. They must be either mailed through the US Mail or picked up. Most colleges will not accept official transcripts via email. Transcripts are only faxed when institution has provided written request for document. ● Unofficial transcripts are for informational purposes only and are not signed. They can be printed and picked up to an individual. [Examples: Transfer w/ guardian present, Employment & Tax purposes] ● Please note, transcripts will NOT be emailed to any individual. 	
<input type="checkbox"/> Official Transcript for pick up. <input type="checkbox"/> Unofficial transcript for pick up. <i>Note: If you wish document to be picked up by someone else, list the name of parent(s)/legal guardian(s). (Include phone number. Photo I.D. required to be picked up in person). All documents must be picked at Weber's Main Office MON-FRI between the hours of 8:00 am – 3:30 pm.</i> Full Name: _____ Phone Number: _____ Reason for Request: _____			
<input type="checkbox"/> Other document for pick up. Document I need is: _____ Phone Number: _____ Reason for Request: _____			
SIGNATURE		DATE	
		/ /	
		FOR OFFICE USE ONLY	
		RECEIVED ON	/ /
		SENT ON	/ /
		PENDING	
		OTHER	
		INITIALS	