



### Transcript Request Form

**Print this form and send to:**

WBC/CBS/Equip Registrar's Office  
6511 Princess Garden Parkway  
Lanham, MD 20706

**Please check the school from which you are requesting a transcript:**

WBC       CBS       Equip

Full Name (print): \_\_\_\_\_  
\_\_\_\_\_

SSN: \_\_\_\_\_  
Student ID: \_\_\_\_\_

Name while attending (if different from above):  
\_\_\_\_\_

Currently enrolled:     Yes     No  
Graduate:                 Yes     No

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

For what purpose will this transcript be used? \_\_\_\_\_

Check all that apply:

Send official transcript to the following organizations (full name and address):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Send official transcript in a sealed envelope to me to forward to another organization.
- Send unofficial transcript to me for my personal use.
- Please hold until posting of current semester grades.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Official transcripts cost \$10.50 each, payable by cash, check, or money order. Transcripts are sent only with the written authorization of the student in accordance with the Family Education Rights & Privacy Act of 1974. Transcripts cannot be sent if there is any outstanding indebtedness to WBC/CBS/Equip. Mail or drop off this form with your payment.

<input type="checkbox"/> File complete	Date transcript mailed: _____
<input type="checkbox"/> Student account paid in full	Fee paid: \$ _____
<input type="checkbox"/> No books or fine due to Oyer Memorial Library	