



Washington Baptist University

Official Documents Request

Date of Request: ___/___/___

Student Information (Please Print):

Student ID:	Current Address:
Name: (Last, First)	
Date of Birth:	City, State, Zip:
Contact Number:	Status:
Degree/Program:	Dates of Enrollment:
Date of Completion/Graduation:	

Document Requested: (*Requests subject to applicable fees)

- | | |
|--|---|
| <input type="checkbox"/> Certificate of Enrollment | <input type="checkbox"/> I-20 |
| <input type="checkbox"/> Unofficial Transcript | <input type="checkbox"/> Duplicate |
| <input type="checkbox"/> Official Transcript | <input type="checkbox"/> Extension |
| <input type="checkbox"/> Diploma/Certificate of Completion | <input type="checkbox"/> Update |
| <input type="checkbox"/> Proof of Payment | <input type="checkbox"/> Work Study Request |

Destination Address/Fax #:	# of Copies:
Destination Address/Fax #:	# of Copies:

*Processing takes up to 48 hours but may be processed earlier. Students may request an express processing option which is subject to a \$5 fee.

Official Use Only

Received On: ___/___/___ Needed by: ___/___/___ Processed On: ___/___/___

- Fax (\$2 Fee)
- Domestic Mail
 - Regular (\$2 Fee)
 - Priority (\$5 Fee)
 - Express (\$30 Fee)
- International Mail
 - USPS (\$10 Fee)

Paid On: ___/___/___ Total: \$ _____ Check # _____ Directory Check: Y N