



UIW Preparatory
 Office of Academic Services
 4301 Broadway CPO #14
 San Antonio, TX 78209
 Phone: (210) 805-3013
 Fax (210) 805-3085

Official Transcript Request

A parent/guardian signature is required prior to the release of this information. Incomplete forms will not be processed. Return by email, fax or in person. Records can only be released for students with all accounts up-to-date.

(Please print clearly)

Date: ____/____/____ Social Security No. ____-____-____ Date of Birth ____/____/____

Student Full Name: _____
Last First Middle

Last date attended: ____/____/____ to ____/____/____ Current Student Graduate

Contact Information	Parent/Guardian	✓	Purpose of Transcript
	Name:		School Transfer
	Address:		College Application
	City, State, Zip:		Scholarship
	Phone:		Identification
	Email:		Employment

Up to ten (10) transcripts Free
 Transcripts will be issued only after clearance from the UIW Prep Business Office.

Official or Unofficial (Note: Unofficial and faxed copies are not accepted for admission by colleges/universities.)
 Number of Copies Requested: _____ Parent/Guardian Signature: _____
 Pickup or Mail (Note: Normal processing time is 3-5 days from the date of request receipt, excluding delivery.)

Mailing Address	Transcript Destination	✓	Processing Instructions
			Mail (3-5 business days)
			Unofficial fax

Office Use Only

Business Office: _____ Date _____
 Academic Services: _____ Date _____