

**College of Arts and Sciences
Office of International and Area Studies
Request for Authenticated Study Abroad Program Transcript**

PLEASE PRINT CLEARLY

Step One – Identification and Contact Information

Name: _____

Student ID Number or SSN: _____ Semester(s) when abroad: _____

Location/Program where studied abroad: _____

Phone number: _____ E-mail address: _____

Step Two – Issue To

Authenticated copies of study abroad transcripts may be mailed to the recipient or picked up by the student in the Office of International and Area Studies (McMillan Hall, room 138). If transcripts are to be mailed to several addresses, please provide all pertinent information on the lines provided below. If multiple transcripts are to be mailed to a particular address, please indicate the number - if no indication is provided, only one transcript per address will be provided. If additional space is needed, please attach separate sheet to request form.

Mail transcript(s) to the following address:

1) _____

2) _____

3) _____

4) _____

5) _____

I would like to pick up _____ transcript(s). (You will be notified by email when ready.)

Step Three – Signature

Student Signature: _____ Today's Date: _____

Step Four – Submit Request

Send to: Office of International and Area Studies, Campus Box 1088, Washington University, St. Louis, MO 63130; fax (314) 935-7642. Or send details above by email to overseas@wustl.edu.

PLEASE ALLOW AT LEAST TWO BUSINESS DAYS FOR PROCESSING

Transcript requests are processed in the order received.
If translations are required, please allow additional time for preparation.