

## **INSTRUCTIONS FOR ORDERING TRANSCRIPTS:**

**Official transcripts cost \$8 each and can be ordered either online or by mail.**

### **ORDER TRANSCRIPT ONLINE**

Transcripts can be ordered online by using a debit/credit card at <http://iwantmytranscript.com/> (a trusted, third-party vendor, Scrip-Safe).

### **ORDER TRANSCRIPT BY MAIL**

Mail request form with a check to:

Southern Wesleyan University  
Academic Records, Attn: Transcript Request  
PO Box 1020  
Central, SC 29630

Please make checks payable to Southern Wesleyan University. Federal law requires that we have your signature in order to release your transcript. No exceptions will be made.

When sending the request, please include your name, social security and/or student id number, current address, and a phone number where you can be reached during business hours. Also, include your previous name if it has changed since you attended. We must also have the exact address of the recipient or it may delay processing of your request.

All transcript requests are processed in a timely manner, and most are processed within 24 hours. Since no transcript will be released for any student who has any indebtedness to the University, there is occasionally a delay for those accounts which require clearance. Also, requests which are received during peak work or those received during the holidays, may require a longer turnaround time.