



Overnight Transcript Request and Payment Form

The following process should be used if you are requesting an overnight transcript for Independent Learning and cannot access your student account or prefer to submit your payment via mail.

Overnight Transcript Process

- To request a transcript, please complete the form on page 2. The Family Rights and Privacy Act of 1974 requires the student's signature to release student records.
- Overnight transcripts are \$20 per recipient. If requesting for more than one recipient, you must submit this request form and payment for each recipient.
- Transcripts, including overnights, are processed on Tuesdays and Fridays.
 - To have your transcript mailed on Tuesday, we must receive your transcript request and payment no later than 2pm central time on Monday.
 - To have your transcript mailed on Friday, we must receive your request and payment no later than 2pm central time on Thursday.
- Overnight shipping is NOT available at the following addresses: UW Madison offices, PO Boxes, or International.
 - If you pay for overnight service to any of these addresses, your transcript will be sent via regular mail and your payment will not be refunded.
- Overnight deliveries are not made on weekends and most holidays. Overnight requests processed on a Friday, or on the last business day before a holiday, will be delivered on the next business day.

Payment Information

Check or Money Order

- Make payable to Independent Learning
- Mail your check or Money Order along with the Overnight Transcript Request and Payment Form.

Mailing Information

Please mail signed form with payment information or check to:

Independent Learning Transcript Requests
Universities of Wisconsin
780 Regent St., Suite 130
Madison, WI 53715



If you have questions, reach out to transcripts@uwex.wisconsin.edu or (608) 800-6775.

Student Information

Name (Last, First, Middle Initial)		Birth Date (mm/dd/yyyy)	
*Name while enrolled/previous name(s)		Phone Number	
Current Street Address		City, State, Zip	Country
Update Address in our records to Current Street Address Listed Above? Yes No		Email Address	

*To update your name, fill out the Student Record Update Request form on the Independent Learning website and submit with this form.

Course Information

Courses must have a final grade to process request. Please use reverse side to list additional courses.

Registration ID Number	Course Number	Course Name/Title	Completion Date

Transcript Recipient Information

Please complete and submit a separate request and payment for each recipient.

Institution/Recipient Name	Recipient Street Address	City, State, Zip Code
Special Instructions		Number of Copies

By signing this request, I authorize the Universities of Wisconsin Independent Learning program to release my transcript to the recipient listed above.

(Electronic signatures are not accepted.)

Signature	Today's Date
-----------	--------------