

**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](mailto:overseas@wustl.edu).

**PLEASE ALLOW AT LEAST FIVE BUSINESS DAYS FOR PROCESSING**

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