

JYM Transcript Request Form Instructions for Non-WSU Students Only

Your written permission is required by law to release your educational record. Consequently, the Wayne State University Office of the Registrar cannot take requests by telephone or email.

Non-WSU students should request transcripts by mail, in person, or by fax. A Transcript Request Form can be downloaded from the Alumni Section of the JYM website. It should be completed and delivered or mailed to:

Office of the Registrar/Student Records
Wayne State University
5057 Woodward Ave, 5th Floor
Detroit, MI, 48202.

You can also fax a transcript request to (313) 577-0945.

Transcript requests are serviced within 3-5 business days without charge.

Financial holds on your records must be resolved before transcripts can be released.

The Records and Registration Office provides 2 types of transcripts:

Official Copy

Official transcripts are sent directly from Wayne State University to a receiving organization. A transcript which is delivered to a student is not considered an official transcript. Examples of organizations which frequently need official transcripts would include prospective or current employers, or other educational institutions to which you are applying for admission. Official transcripts are mailed out within 3-5 days free of charge.

A fee of \$20.00 is assessed for each emergency transcript. An emergency transcript is one which is picked up or mailed out the same day it is requested.

Student Copy

If you were enrolled prior to 1998, you can request a Student Copy of your transcript using any of the methods listed above. Transcript requests are serviced within 3-5 business days without charge.

If you are picking up your transcript, you should indicate this on the request. It will be available three days following your request. You will need a picture identification to pick up your transcript.