

Request Transcripts



Students may request official transcripts online, through a mailed request, or in person. Payment and signature release are required prior to processing. Official transcripts will not be released until all financial obligations have been fulfilled. Please be sure to contact our office when a hold has been cleared so we may process your request in a timely manner.

Online Request	Students do not need their MyCWU login information, however a student signature will be required.
Online MyCWU Request	Students with access to MyCWU (attended 1986 - current) may request an official transcript through the following path Campus Solutions -> Self Service -> Academic Records -> Request Official Transcript.
Mailed Requests	Students who do not choose to use the online requests above may mail a transcript request form, with a check or money order to CWU. To order transcripts by mail or fax: Transcript Request Form through:
In Person Requests	Transcript request forms are available at the Cashier's Office in Barge Hall or at Registrar Services in Boullon Hall.

Transcript Delivery Methods & Fees

Please note that processing time does not include time for delivery.

Standard Processing	Processing Time (business days)	Fees**
Standard U.S. Mail (2-3 weeks for delivery in U.S.)	3-5 days	\$10.00
Hold for Pick-Up	3-5 days	\$10.00
Electronic PDF	3-5 days	\$10.00
Expedited Processing	Processing Time (business days)	Fees
Standard Mail (2-3 weeks for delivery in U.S.)	1 day*	\$18.00
US Postal Service Express (allows delivery to home PO Boxes)	1 day*	\$35.00
Federal Express - Continental US	1 day*	\$30.00
Federal Express- Alaska & Hawaii	1 day*	\$33.00

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Published on Registrar (<https://www.cwu.edu/registrar>)

International Federal Express	1 day*	\$53.00
Faxed Unofficial	1 day*	\$18.00

*- Depending on the time of receipt, most expedited processing is done the same day, but will be completed by no later than the close of business the following business day.

**- Please note: all fee rates are in U.S. dollars, and only payments in that currency will be accepted. Additionally, the fees listed are per transcript, not per order.

Central Washington University
Registrar Services/ Transcripts 400 East University Way
Ellensburg, WA 98926-7465
Telephone: (509) 963-3047
Email: transcript@cwu.edu

\$2.50 processing fee to all orders