

## Official Transcript Request

The Wright Institute  
Office of the Registrar Attn: Transcripts  
2728 Durant Ave.  
Berkeley, CA 94704  
(510) 841-9230

\$3 per official copy

### Your Information:

Name: \_\_\_\_\_ SSN: \_\_\_\_\_  
Address: \_\_\_\_\_ Birth Date: \_\_\_\_\_  
\_\_\_\_\_ Dates of Attendance: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

### Destination Address:

Name/Office: \_\_\_\_\_ City: \_\_\_\_\_  
Org/Agency: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Address: \_\_\_\_\_ Country \_\_\_\_\_  
\_\_\_\_\_

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Number of copies requested \_\_\_\_\_ (\$3 each) Total Cost: \_\_\_\_\_

### Checklist (read carefully)

- Make sure your request is complete. Incomplete requests will not be processed. Enclose a check for \$3.00 for each official transcript made out to The Wright Institute. Unofficial transcripts are free.
- Print out this form, fill it out and sign it. You may mail or bring it in to the Wright Institute.
- If you need transcripts sent to more than one person, you must fill out a form for each one.
- Include the appropriate fees with your request. You may pay cash (in person), check or money order. Please make checks out to the Wright Institute.
- You may wish to print a second copy of this request for your own records.
- If you are unsure about the exact dates of attendance, you may approximate.
- Federal Requirement- Privacy Act of 1974 – Section 7(a)21(b) – Social Security Number Disclosure: Pursuant to the Privacy Act of 1974, the Wright Institute requests disclosure of your Social Security Number. Social Security Numbers are used to provide unique identification of student records at the Wright Institute.