



Request for Notarized Certification of Diploma and/or Transcript

Submit by email to registrar@wheaton.edu

This Form Requires a Hand-Written Signature

Registrar's Office ■ Wheaton College ■ 501 College Ave ■ Wheaton IL 60187 ■ Registrar@Wheaton.edu ■ Ph. 630-752-5045

PLEASE PRINT

<i>First</i>	<i>Middle</i>	<i>Last</i>	<i>Maiden</i>
Student's Name _____			
Student ID # _____	Last 4 digits of SSN <i>(if ID# is unknown)</i> _____	Attendance: From _____ To _____ <small>(Month/Year) (Month/Year)</small>	
Current Street Address or CPO address _____			
Current City/State/Zip _____			
Email Address _____		Daytime Phone # _____	
Program(s) Attended: <input type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate Summer School Only			
<i>Transcripts will not be released to students with outstanding financial holds</i>			
Signature _____		Date _____	
<i>Electronic signatures are not accepted</i>			
TRANSCRIPTS and/or DIPLOMA¹			
<input type="checkbox"/> Hold _____ copies for pick-up. <i>(Photo ID required at pickup)</i>			
<input type="checkbox"/> Mail _____ copies to current address above			
<input type="checkbox"/> Mail _____ copies to the address below <i>(Attach list if necessary for multiple addresses)</i>			
<i>Recipient/ School/Business Name</i> _____			
<i>Address Line 1</i> _____			
<i>Address Line 2</i> _____			
<i>City/State/ZIP/Country</i> _____			

¹ If you no longer have your diploma, or prefer not to scan it to us, you will need to also submit a diploma replacement form. There will be a \$35 fee to process a replacement of your diploma.