



# THE WASHINGTON SEMESTER PROGRAM

## Transcript Requests

Please complete the transcript request form included in your registration packet and return it along with your registration materials. This form is the only means of sending an official transcript of your grades and credit earned at American University back to your home school at the end of the semester. If we do not have the form on file the Registrar at your home school will not receive any record of your semester with us. Please be as specific as possible in completing the form. Transcripts are usually sent three to four weeks after the end of the semester. Unofficial grades are available on-line through your EagleNet account.

### Complete the Transcript Request Form According to the Following Instructions:

- Fill in your name and AU ID Number (found on your registration form).
- In the TO: box write the address of **your home school Registrar** or other office at your school to which you have been instructed to send the transcript. Please be as specific as possible.
- Students from the University of Hartford, University of Miami and Scripps College must fill in the address below on their forms:

Sarah Reuter  
International Center  
University of Hartford  
200 Bloomfield Avenue  
West Hartford, CT 06117

Carol S. Lazzeri  
International Educ. & Exchange Progs  
University of Miami  
P.O. Box 248005  
Coral Gables, FL 33124-1610

Valerie Eastman  
Office of Off-Campus Study  
Scripps College  
1030 Columbia Avenue  
Claremont, CA 91711

- Check "Yes" for Currently Enrolled.
- Check "Hold for Current Semester's Grades" under Special Instructions.
- Number of copies is "1".
- **You must sign and date the form**, and fill in your permanent (home) address.