

To: Iowa Wesleyan Students:

From: University of Iowa Office of the Registrar - Transcripts desk

How to order your Iowa Wesleyan transcripts from the University of Iowa.

Our tentative date for you to begin ordering your Iowa Wesleyan transcript from the University of Iowa is July 5th, 2023. If this changes, we will update our website <https://registrar.uiowa.edu/transcript-request-forms> with the new date.

We will begin our transition with the most recent attending and recent graduating student records. Older student records will take more time to become available. We do not have an expected timeline as of this memo.

Beginning July 5th, you can place an order using the [Online transcript request form](#). Please do not order any sooner as your order will not be processed.

The first question on the form is "Do you wish to request a transcript for a closed/defunct school? Click Yes. Next you will enter the name of your school, Iowa Wesleyan.

The next section is for your student information. Please complete as much information as possible.

You will complete your order with the recipient section. This is information on who will receive your transcript. The recipient can be you or anyone else you choose. We do not have the option of sending electronic transcripts for closed schools.

A closed school transcript will be a paper copy that we stamp and seal to make it official. We will also include a cover letter specific to Iowa Wesleyan giving information on the closing and other details explaining that the enclosed transcripts are to be considered official.

You may choose as many copies as you like but there is a \$16.00 fee per copy. The bill will be sent to your residing address that you entered on the order form. Bills are mailed out the first of each month. Payment is due by the 22nd of the month you receive the bill in. The bill will outline ways to pay. We are not able to process new orders if you have a past due bill from a previous order.

All orders are mailed using the United States Postal Service but if you need expedited service, you may choose the Fed Ex option for an additional fee. Fed Ex orders cannot be delivered to a PO Box address, it must be a physical address.

Once we can accept orders, it typically takes 2-3 business days to be processed and mailed but during this initial transition, please allow extra time, especially for older records. Your confirmation is the statement at the end of the order that tells you it has been submitted successfully.

The University of Iowa Office of the Registrar only maintains official academic transcripts. We would not be able to provide additional student file information.

Please contact us with any questions on ordering or processed orders.

Office of the Registrar

Transcripts desk

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<https://registrar.uiowa.edu/transcript-request-forms> - watch for updates on this page regarding availability and timing of order processing.

<https://www.lib.uiowa.edu/sc/archives/faq/faqcolleges/> - Closed School University Archives website