

Transcript Fees

Ordering party is responsible for transcript costs. Fees must be paid before transcript request will be processed. Please note that these fees are subject to change. Cash, Checks, Money Orders, Credit Cards are accepted. We do not accept American Express Cards. Please make checks payable to The University of Montana Western.

Base Fee

- **Basic Transcript Service** - \$3/copy
 - Additional charges may apply and are outlined below

Additional Processing Fees

- **Faxing** - \$2 flat fee, up to 3 pages. \$1 per page after initial 3 pages.
- **Rush Service (24 hour service M-F)** - \$10 fee, plus basic service fee and any additional mailing/faxing options. **NOTE:** Same day transcript processing will result in a rush fee plus basic service fee.
- **Student Clearinghouse (www.getmytranscript.com)** - \$2.25; this fee is only for those that have ordered through the online transcript request services through the Student Clearinghouse. If you have filled out a paper request and submitted it directly to the Registrar's Office at UMW, you will **not** be charged this fee.

Additional Mailing Fees

- **Priority/Express/FedEX Services** – Dependent upon current postage costs. All mailing charges are in addition to Basic Service Fee.*
 - **Priority USPS** - \$5.60
 - **Express USPS** - \$19.95
 - **FedEx** - \$25.00

*Pricing updated 2/2013