ALUMNI REQUEST FORM
Office of Enrollment Services
Wake Forest School of Medicine
PO Box 573183
Winston Salem, NC 27157
MD: mdstudentrecords@wakehealth.edu
GRAD: gradstudentrecords@wakehealth.edu
CRNA: crnastudentrecords@wakehealth.edu
Fax: 336-716-9593
Phone: 336-716-4264

PLEASE NOTE: In order to ensure timely and accurate processing of your request, please complete all sections of this form. Normal processing time is 2 - 4 business days upon receipt of request. Requests are processed in the order of receipt. If there is a deadline, every attempt will be made to meet the request. However, our office cannot guarantee that a deadline will be met.

<table>
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<th>LAST NAME</th>
<th>FIRST NAME</th>
<th>M.I.</th>
<th>DATE OF BIRTH (MMDDYY)</th>
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TODAY’S DATE:

DEADLINE (IF ANY):

At this time the only document we charge for is an official transcript. This requires a separate order which may be placed by going to [http://www.getmytranscript.com](http://www.getmytranscript.com). Fees will vary according to type of transcript requested (paper/electronic) and method of delivery.

SELECT THE TYPE OF VERIFICATION YOU WISH TO REQUEST:

**MD Alumni Requests - Year of Graduation**

- [ ] Medical Student Performance Evaluation *(Formerly known as the Dean’s Letter)* ___ # of copies
- [ ] Certified copy of Diploma *(If you graduated prior to 1995 you must provide a copy of your diploma)* ___ # of C.
- [ ] USMLE Step 1 & 2 Scores *(Provided as a signed verification letter for passing. Transcripts & actual scores must be obtained from the NBME)*
- [ ] Verification of Attendance & Graduation Letter
- [ ] State Licensure Paperwork
- [ ] Other

Instructions: ____________________________________________________________

**Graduate & CRNA Alumni Requests – Year of Graduation**

- [ ] Verification of Attendance & Graduation
- [ ] Other

SIGNATURE: X

COMPLETE ADDRESS, E-MAIL ADDRESS OR FAX NUMBER OF VERIFICATION DESTINATION:

Please print clearly. You are responsible for complete and legible information. *(If you have multiple addresses please send an e-mail with the addresses.)*

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