

# OFFICE OF REGISTRATION AND RECORDS

WEST VIRGINIA STATE UNIVERSITY  
PO BOX 1000 - FERRELL HALL 128  
INSTITUTE, WV 25112-1000

## REQUEST FOR TRANSCRIPT

PLEASE ALLOW **ONE WEEK** FOR PROCESSING TRANSCRIPTS

(Additional time may be required during peak periods of Registration, Commencement, and Grade Recording)

TRANSCRIPT FEE IS \$11.00 PER TRANSCRIPT

Student's Name _____
No. & Street _____
_____
City _____ State _____ ZIP _____

TODAY'S DATE: \_\_\_\_\_

TRANSCRIPT MAILED ON: \_\_\_\_\_

FOLD HERE

SS#/ID# \_\_\_\_\_

Currently Enrolled? Yes  No

DATES OF ATTENDANCE AND/OR GRADUATION DATE

\_\_\_\_\_

IS THIS YOUR FIRST TRANSCRIPT? Yes  No

NUMBER OF COPIES REQUESTED: \_\_\_\_\_

Mail Transcript To: _____ _____ _____
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### PLEASE CHECK ONE OF THE APPROPRIATE BOXES:

- Mail transcript (please allow one to two weeks for processing)
- Mail after current grades and/or degree available
- Will pick up (Student Copy)

Other Name(s) record might be found under:

\_\_\_\_\_

Contact Telephone \_\_\_\_\_

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