



Ordering Transcripts

If you have taken dual credit/early enrollment courses while in high school through West Virginia State University, you will need to order your official transcripts to be sent to the college you are attending. All colleges or universities require an official transcript for college courses and will not accept the courses listed on your high school transcript without the official being sent to them. We **DO NOT** send transcripts automatically.

Final grades for any semester are not readily available after the semester has ended. Please wait until your final grades have posted to your unofficial transcript before offering your official transcript be sent.

To check your transcript prior to ordering:

- Go to www.wvstateu.edu
- Choose “MyState” at the top of the webpage
- Login to your MyState account.
 - Username: The first part of your WVSU email (everything before the @wvstateu.edu)
 - Password: If you cannot remember your password or if you are logging in for the first time, please click on the “Forgot Password” option and follow the steps to reset your password.
- Once in your account, please choose “Student” then “Student Records” and then “Unofficial Academic Transcript”
 - You will be able to see if the courses you have taken, as well as the grades you have received for the courses. If you believe any information is incorrect, please talk with your counselor at your high school.

To order your transcript:

- Go to <https://www.wvstateu.edu/academics/registrar.aspx>
- Choose “Transcripts & Degree Verification”
- Choose “Order Transcripts Now”
 - This will take you to our third party website – National Student Clearinghouse. There you will be walked through prompts to order your transcripts.
- **All transcripts have a flat fee of \$20.00**

Account Holds

If you have an account hold, meaning you have any financial or social obligation to the University resulting in a transcript hold, you will not be allowed to proceed with the order until the hold is resolved. To resolve a hold, please contact the respective office that the hold is under. Once the hold is lifted, you may proceed with your order.

- For business and finance holds, please contact the [Office of Student Accounts](mailto:osa@wvstateu.edu) at 304-766-3141 or osa@wvstateu.edu.
- For admissions holds, please contact the [Office of Academic Educational Outreach](mailto:earlyenrollment@wvstateu.edu) at 304-766-3002 or earlyenrollment@wvstateu.edu