

**OFFICE OF REGISTRATION AND RECORDS  
WEST VIRGINIA STATE UNIVERSITY  
P O 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 \$ 6.00 PER TRANSCRIPT**

**NAME:** \_\_\_\_\_  
**FIRST MIDDLE MAIDEN FORMER LAST**

**COMPLETE ADDRESS:** \_\_\_\_\_  
**NUMBER & STREET**

\_\_\_\_\_  
**CITY STATE ZIP CODE**

**SOCIAL SECURITY NUMBER:** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**LIST FIRST & LAST DATES OF ATTENDANCE AT WVSU:** \_\_\_\_\_ / \_\_\_\_\_ **TO** \_\_\_\_\_ / \_\_\_\_\_  
**SEM - YR SEM - YR**

**ARE YOU CURRENTLY ENROLLED AT WVSU?** \_\_\_\_\_  
**YES NO**

**IF YOU GRADUATED FROM WVSU INDICATE DATE:** \_\_\_\_\_  
**MONTH - YEAR**

**NUMBER OF COPIES NEEDED:**

\_\_\_\_\_ **TRANSCRIPT TO BE PICKED UP OVER COUNTER (ISSUED TO STUDENT)**

\_\_\_\_\_ **TRANSCRIPT TO BE MAILED NOW (ALLOW ONE WEEK FOR PROCESSING)**

\_\_\_\_\_ **TRANSCRIPT TO BE MAILED WHEN CURRENT GRADES AND/ OR DEGREE AVAILABLE**

\_\_\_\_\_ **COPIES TO BE MAILED TO:** \_\_\_\_\_ **COPIES TO BE MAILED TO:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**SIGNATURE DATE**

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**FOR OFFICE CLEARANCE ONLY**

**CASHIER:** \_\_\_\_\_ **APPROVED:** \_\_\_\_\_ **REJECTED:** \_\_\_\_\_

**WALLACE HALL/ROOM 108:** \_\_\_\_\_ **APPROVED:** \_\_\_\_\_ **REJECTED:** \_\_\_\_\_