Transcript Request Form

Your Name and Address:

Date of Birth:_____/_____/_____
MM/DD/YYYY

			-				-			

Student ID Number (700/800)

or

Last 4 Digits of Social Security Number

Other Names:_____

Last Semester of Attendance:_____ and/or Graduation Date: _____/_____/_____

Official Transcript via mail $12.00 (current students (only) first official transcript is free). **We will not produce unofficial transcripts** Transcript requests received without required payment are **void** after one month. Students enrolled Fall 2009 or later can print unofficial transcripts from their STAR account. We will be happy to assist you with this process in our office located in the Benedum Center or by phone. **Note: All university financial obligations in the WVU system must be clear for us to process your transcript request.**

☐ **Hold for current semester grades** ☐ **Hold for certification of graduation**

Number of Official Transcripts for Pick-up:_____ Number of Official Transcripts for Mail:_____

Total Number of Official Transcripts _____ x $12 (*current students (only) first official transcript is free*) each,

Total: $_____

Sending Address 1:

_____

_____

_____

_____

Sending Address 2:

_____

_____

_____

_____

☐ **Additional addresses attached.**

Requester's Contact Information and Authorization

Phone: (_____) _____ - _____ Email:_____

Authorization for Alternate Person Pick-up: *If someone other than yourself is to pick up a transcript on your behalf, please provide their name and birthdate.* **Picture ID will be required to verify identity.**

☐ I wish to authorize _____ with
First M. Last

Date of birth _____ to pick up my transcript/s requested in this form.

Requester's Signature (Required by Federal law):_____
Signature Date

Form of Payment:

☐ Credit Card Form (fax) ☐ Credit Card by phone ☐ Check payable to WVU Tech by mail

Registrar Office Phone: 304-929-1297 Phone payments: 304-929-0323
Fax: 304-929-1696
Email: Tech-Registrar-Records@mail.wvu.edu
Mail: Office of the Registrar
410 Neville Street
Beckley, WV 25801

For Office Use Only:
Payment Received or NA:_____

Last update: 06-23-2017