

WVU Parkersburg Transcript Request Form

(Please complete form and submit per instructions below.)

West Virginia University at Parkersburg must receive signed authorization before releasing a transcript.

Name _____

Former Name(s) _____

Social Security Number _____

Current Address _____

Phone _____

Email _____

Dates of Attendance _____

Please send my transcript to the following address: _____

Choose one option:

- Mail now.
- Mail when grades for current semester are available.

Transcript fees:

Transcripts (standard processing) - \$6.00. *Note: Standard processing is 24 hours from receipt of request.
Transcripts (priority processing) - Additional \$10.00. *Priority transcripts processed in less than 24 hours.
Faxed transcripts (unofficial) - \$8.00.

_____ I have never requested a transcript before.

_____ I have requested a transcript before so I am enclosing \$6 per copy (standard processing).

_____ I would like my transcript as soon as possible and am enclosing the required fee with an additional \$10 for priority processing. *Available only when request is faxed or hand delivered.*

_____ I would like to have my *unofficial* transcript faxed to _____

_____ Charge my (circle one) VISA - MasterCard - American Express - Discover

Number _____ Exp Date _____

Signature (*required before processing*) Date

Please print this form, complete it, and mail it to:

**ATTN: Joyce Burdette
WVU Parkersburg Records
Office
300 Campus Drive
Parkersburg WV 26104-8647**

OR

*the completed form may be faxed to the Registrar's
Office:*

Fax: (304) 424-8332

Payment must be made before your transcript request can be processed. You may:

- Mail payment.
- Include Visa, MasterCard, Discover, or American Express number & expiration date on your request.
- Phone the credit card information in to the Records Office at (304) 424-8220.

The following things will prevent your transcript from being processed and will cause your request to be returned to you:

- **No signature on your request.**
- **Records frozen (by the Financial Aid Office, the Business Office, the Bookstore, or the Children's Room)**
- **Insufficient, inaccurate, or illegible identification information.**
- **Insufficient or improper payment.**

