



TRANSCRIPT REQUEST FORM

Not for ~~Orders~~

To pay by **CHECK** attach a check or money order to request and mail form to address to the left. Official transcripts are \$100XK Official PDF transcripts must be ordered online ~~by 10/15/20~~

Fairhaven College Students If you need Fairhaven evaluations in addition to your official transcript, instructions for ordering Fairhaven evaluations may be found at <http://www.wvu.edu/fairhaven/resources/alumni/transcripts.shtml>

Please enclose check/money order payable to WWU. For your protection please do not send cash.			
Last Name	First Name	MI	Former Name (s)
Student Number	Social Security Number		Birth Date
Current Address	City	State	Zip
Phone	E-Mail		Today's Date
SIGNATURE below is required by Federal Law			Transcripts will be processed within two business days. Check One: <input type="radio"/> Process Transcript Now <input type="radio"/> Process at End of current quarter <input type="radio"/> Process after Degree is posted If no selection is made, transcript will be processed now.
<input style="width: 100%; height: 30px;" type="text"/>			
Request will not be processed without signature and payment.			
Number of Official copies <input type="checkbox"/> X \$100			
Quantity <input type="checkbox"/> I will pick up transcript at the Registrar's Office; available in two working days			
Quantity <input type="checkbox"/> Mail transcript to:			
<i>Name:</i>		IB _____ PB _____	
<i>Address:</i>		VB _____	
For additional addresses please complete back of this form.			

