



OFFICIAL TRANSCRIPT REQUEST FORM

IMPORTANT INFORMATION: PLEASE READ

- Student records are confidential and transcripts are issued only at the written request of the student. Telephone requests are not accepted.
• All requests MUST include the student's signature.
• Missing information could delay or nullify your request.
• Electronic transcript delivery is a new delivery method WLU is offering via eSCRIP-SAFE. This service is ONLY available for students whose entire academic record is from 1987 to present.
• EScrip only delivers to institutions only, we do not deliver to individual email accounts.
• EFFECTIVE JULY 1, 2015: All credit/debit card payments will be assessed a non-refundable 2.25% service fee. There will be no fee for paying with an Electronic Check.
• PLEASE DO NOT MAIL CASH.
• One recipient per form. Please submit separate request forms for multiple recipients.

Mailing Address: Enrollment Services
West Liberty University
208 University Drive
Campus Union Box 145
West Liberty, WV 26074

Fax: (304) 336-8220
Phone: (304) 336-8007
Email: transcriptrequest@westliberty.edu

Name:
Former Names:
Street Address:
City, State, Zip:
Phone No.:
Email Address:
SSN or WLU ID: Date of Birth:
Approximate dates of attendance:
Graduation Date:

SELECT ONE DELIVERY METHOD:

- Regular Mail
eSCRIP Delivery (eSCRIP delivery to institutions only if available - we do not deliver eSCRIP to individual email accounts)
Pick-up in person (Photo ID is required) on (Date)
Fax (unofficial only, no change)
Email PDF (Unofficial Only)

SELECT ONE PROCESSING FEE (per copy):

Payment for the requested transcript must be made prior to processing. Secure on-line payments using a credit card can be made at http://www.westliberty.edu/registrar/students/transcripts.

Please mark the selections that apply.

- Free- First request (never requested a transcript before) 5-7 business days
\$18.00 First time transcript request priority processing fee (processed in less than 24 hours, this option reduces the \$25.00 priority fee by \$7.00 due to the first request for fee)
\$7.00 Standard for each transcript requested
\$25.00 Priority processing fee (processed in less than 24 hours) this includes the price of one Standard transcript.

Total number of official copies requested to this recipient:
Total number of unofficial copies requested to this recipient (FREE):

SELECT ONE OPTION:

- Process now.
Process when grades for current semester are available.
Process after degree posted.

Your Signature Required Before Processing Date

Name of Recipient/Institution
ATTN/Office
Mailing Address
City, State, Zip