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.
- Financial obligations to the University must be satisfied before transcripts can be released.
- Processing time is generally 7 business days from the date the request and payment is received in our office to the date we process.
- Request forms must be completely filled out.
- Missing information could delay or nullify your request.
- There is no charge for the first official transcript. However, if you previously requested official transcripts, each additional transcript cost $7.00. Priority same day costs $25.00 (request will be processed within 24 hours after receipt and will be sent in regular U.S. Mail).
  EFFECTIVE JULY 1, 2015: All credit/debit card payments will be assessed a non-refundable 2.5% 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: registrar@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:

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.** The Institution will receive an email from eSCRIP-SAFE containing a link where they may view and download your transcript in PDF format. The receiving party determines whether or not they will accept it as official. Be certain the intended recipient is aware of the delivery method and will accept this format as official prior to requesting.

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

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.

O First request (never requested a transcript before) – Free
O First time transcript request priority processing fee (processed in less than 24 hours) - $18.00
O Standard (already requested transcripts before) - $7.00 for each transcript requested
O Priority processing fee (processed in less than 24 hours) - $25.00

SELECT ONE OPTION:

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

Your Signature Required Before Processing **Date**

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

Name of Recipient/Institution _____

ATTN/Office _____

Mailing Address _____

City, State, Zip _____