

WEST VIRGINIA WESLEYAN COLLEGE
REQUEST FOR TRANSCRIPT OF ACADEMIC RECORD

West Virginia Wesleyan College charges \$5.00 for each normal processing of transcripts, and the fee must accompany the request. Transcripts will be processed in the order they are received. Transcripts will be processed within three to five working days following receipt of request.

- **Requests from students/previous students who have financial holds on a student account will not be processed until the account balance has been paid in full.**

REQUESTED INFORMATION

Social Security Number Date of Birth _____
 (mm/dd/yyyy)

OR Student ID

Last Name _____ First Name _____ MI _____

Former Name(s) _____

Current Mailing Address _____

City _____ State _____ Zip _____

Telephone _____ Email _____

Are you a Current Student? If so, <input type="checkbox"/> Graduate <input type="checkbox"/> Undergraduate	Are you a WVWC graduate? If so, Date of Graduation _____ Baccalaureate _____ Master _____ 5 yr Undergraduate/MBA _____	Are you a former student? If so, Dates of Attendance _____ <input type="checkbox"/> Graduate <input type="checkbox"/> Undergraduate
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ADDITIONAL REQUEST INFORMATION

Number of copies requested _____ (\$5 each)

Mail Transcripts to: (Address above check here:) Check Here if you would like each transcript in a separate, signed and sealed envelope.

City _____ State _____ Zip _____

(additional addresses may be noted on the back)

Special Instructions

Hold for:
 _____ Final grades _____ Grade Change
 _____ Degree _____ Other
 If other, explain _____

Student Signature (required) _____ Date _____

Reason for request: _____ Employment _____ Transferring _____ Financial Aid _____ Graduate School _____ Other

Payment may be made by check, credit card or cash.

AUTHORIZATION TO CHARGE CREDIT CARD

Name on Card	Daytime Phone Number () -	Amount
Address	City, State, ZIP	Date / /
<input type="checkbox"/> Visa <input type="checkbox"/> Mastercard <input type="checkbox"/> Discover <input type="checkbox"/> AMX <input type="text"/>	Signature of Card Holder	Expiration Date (MM/YY) /

Fax or Mail to: Fax (304) 473-8531, Phone (304) 473-8440
 West Virginia Wesleyan College, Academic Services, 59 College Avenue, Buckhannon, WV 26201