



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).
• 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:

TRANSCRIPT ORDER INFORMATION

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.

- Regular Mail
eSCRIP Delivery (if available at receiving institution)
Pick-up in person (Photo ID is required) on (Date)
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.
First request - Free. (Never requested a transcript before)
Standard - \$7.00.
Priority - \$25.00. (Processed in less than 24 hours)

SELECT ONE OPTION:

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

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

Signature Required for Processing

Date