

TRANSCRIPT REQUEST Wheeling University

First Midde Last or WU Student ID# Other Name(s): Previous/Maiden SSN:	Name:					Stuc	dent ID:				
Address:	First Middle Last Other Name(s):					or SSN:	WU	Student IE)#		
Street Address City State Zip Date of Birth Email: Phone: Phone: Phone: Phone: Phone: MM / YYYY Note: Please allow 3-5 business days processing time; additional delays may occur at peak times. Transcripts will not be released for a student that is encumbered by financial obligations to the University or Perkins. Each official transcript bears a fee of \$15.00. The Registrar's Office can only accept payments of cash, check, or money orders made out to Wheeling University. For payment via debit or credit cards, one must use the online system through Parchment for those requests. Please contact the Office of the Registrar 304-243-2238 with any questions. Please contact the Office of the Registrar 304-243-2238 with any questions. Delivery Method Transcript(s) Requested Delivery Method Please contact the Office of the Registrar 304-243-2238 with any questions. Standard Mail (Send to the following address) Free \$15 Send After Grading of Current Term Send After Grading of Current Term Unofficial Send After Degree Posting Address Line 1 Free Service Other: Address Line 2 Comments/Special Instructions: City State Zip Electronic Mail (Send secure PDF to the following email) Email Email The Family Educational Rights to Privacy Act of 1974 (FERPA) prohibits the release of a	Address:	Previous/Maiden						Social S	ecurity Nu	Imber	
Enrollment: Current Student or Dates of Attendance From: To: MM / YYYY To: MM / YYYY To: To: MM / YYYY To: MM / YYYY To: MM / YYYY To: To: MM / YYYY To: To: MM / YYYY To: MM / YYYY To: To: MM / To: Send After Grading of Current Term To: Send After Degree Posting Melase to Entity To: Send After Degree Posting Melase to Entity To: Address Line 1 To: To: Mail (Send secure PDF to the following email) Electronic Mail (Send secure PDF to the following email) Electronic Mail (Send secure PDF to the following email) Email To a third party without that student's written consent. By signing this form you are giving consent to release your transcript information to the disclosed entity above. Date: Dat	St	reet Address	City	:	State Zip			Da	te of Birth		
MM/YYY MM/YYY Note: Please allow 3-5 business days processing time; additional delays may occur at peak times. Transcripts will not be released for a student that is encumbered by financial obligations to the University or Perkins. Each official transcript bears a fee of \$15.00. The Registrar's Office can only accept payments of cash, check, or money orders made out to Wheeling University. For payment via debit or credit cards, one must use the online system through Parchment for those requests. Please contact the Office of the Registrar 304-243-2238 with any questions. Transcript(s) Requested Delivery Method Type Delivery Timeframe Fee \$15 Send Immediately Official Send After Orgenee Posting Pres Service Address Line 1 Hold for Pickup Address Line 2 Number Requested Other: Comments/Special Instructions: City Electronic Mail (Send secure PDF to the following email) Email Email						Phone:	:				
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Image: Send After Degree Posting Image: Send After Degree Posting Image: Pree Senvice Hold for Pickup Number Requested Other: Comments/Special Instructions: Address Line 2 City State Electronic Mail (Send secure PDF to the following email) Email The Family Educational Rights to Privacy Act of 1974 (FERPA) prohibits the release of a student's confidential information to a third party without that student's written consent. By signing this form you are giving consent to release your transcript information to the disclosed entity above. Student Signature:	Type Fee \$15	Delivery Tim	neframe								
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Wheeling University Office of the Registrar 316 Washington Ave., Wheeling, WV 26003 Phone: (304) 243-2238 | Fax: (304) 243-2349 Email: registrar@wheeling.edu