

## 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	
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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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Type       Delivery Timeframe       Standard Mail (Send to the following address)         Fee \$15       Send Immediately       Send After Grading of Current Term         Unofficial       Send After Degree Posting       Address Line 1         Pree Service       Other:       Address Line 1         Number Requested       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 student's confidential information to the disclosed entity above.       Email         Student Signature:	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.										
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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								
Number Requested       Other:       Address Line 1         Address Line 2       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 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.       Date:         Student Signature:        Office of the Registrar Use Only         Received       Payment       Cash       Amount       Business Office       Sent	□Unofficial	□Send After Degr	•	Release to Entity							
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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