

Transcript Request

Shepherd University
Office of the Registrar
PO Box 5000
Shepherdstown WV 25443-5000

Transcripts are \$5.00 each after first copy. (Allow a minimum of 3 working days for processing). Attach check or money order.

Emergency transcripts are \$15.00 each, and are processed in 24 hours. (Except during peak periods or technical difficulties.)
Emergency transcripts are sent 1st class mail. For Fed Ex, UPS, etc. include pre-paid, pre-addressed mailing envelope.

Faxed transcripts are considered emergency transcripts and are unofficial. There is a \$15.00 charge per copy.

All obligations (holds) must be cleared before transcripts will be released.

Request must have student's signature and complete mailing address (if being mailed). Complete one form per request.

ATTENTION: Transcripts picked up by or mailed directly to student will be stamped ISSUED TO STUDENT. Such transcripts may not be acceptable to the person receiving it.

Student's signature must be on request.

Student Information

Last Name:	<input type="text"/>	First Name:	<input type="text"/>
Former Name:	<input type="text"/>	Middle Name:	<input type="text"/>
Student ID:	<input type="text"/>	Date of Birth:	<input type="text"/>
Address:	<input type="text"/>		
City, State, & Zip:	<input type="text"/>	Phone:	<input type="text"/>
Dates Enrolled:	<input type="text"/>	Graduation Date:	<input type="text"/>
E-mail address	<input type="text"/>		
Number of copies needed:	<input type="text"/>	In same envelope?	<input type="radio"/> Yes <input type="radio"/> No

Processing Information

- | | |
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| <input type="checkbox"/> Send as soon as possible | <input type="checkbox"/> First Transcript Request |
| <input type="checkbox"/> Hold until current semester grades are completed | <input type="checkbox"/> Transcript Request (\$5.00 each) |
| <input type="checkbox"/> Hold until current semester graduates are certified | <input type="checkbox"/> 24 Hour Transcript Request (\$15.00 each) |

Delivery Information

- Mail (complete address below) Fax (List complete number and person)
 Faxed transcripts are considered emergency transcripts and are unofficial. Student Pick Up (Photo ID Required)

Institution or Agency Name:	<input type="text"/>		
Office or Person:	<input type="text"/>		
Complete Address:	<input type="text"/>		
City, State, and Zip:	<input type="text"/>		
Student's signature	<input type="text"/>	Date	<input type="text"/>