



Office of the Registrar  
 Wheeling Jesuit University  
 316 Washington Ave.  
 Wheeling WV 26003-6295  
 304.243.2238 304.243.2349 (fax)

# TRANSCRIPT REQUEST

\*Please print all information in ink\*

Please allow 3-5 business days processing time;  
 additional delays may occur at peak times.

NOTE: *Transcripts will not be released for a student whose financial obligations to the University have not been satisfied.*

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Int.: \_\_\_\_\_

WJU Student ID #: \_\_\_\_\_ or Social Security Number: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Current Address: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Current E-mail Address: \_\_\_\_\_

➤ SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_  
 (required by Federal Law)

Type and number of transcripts requested: OFFICIAL: \_\_\_\_\_ UNOFFICIAL: \_\_\_\_\_  
 \*Unofficial transcripts may be faxed Fax Number: \_\_\_\_\_

Current Student OR Dates of Attendance: FROM (mm/dd/yy) \_\_\_\_\_ TO (mm/dd/yy) \_\_\_\_\_

WJU Degree/Certificate & year earned: \_\_\_\_\_

Other Names (e.g. former): \_\_\_\_\_

Please check all that apply:

- Send transcript after degree is posted.
- Send transcript after posting of current term grades.
- Hold for pickup by student (Photo ID required)
- Other: \_\_\_\_\_

### Transcript Fee:

The fee of \$7 per official transcript must be paid before the transcript is produced. Please indicate your method of payment.

➤ \_\_\_\_\_ Cash \_\_\_\_\_ Check (Check #: \_\_\_\_\_)

*"Immediate" transcripts bear an additional fee of \$5 per transcript.*

Please mail my transcript(s) to the following address(es):

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**To be completed by the Registrar's Office:**

Payment Method: \_\_\_\_\_ Cash \_\_\_\_\_ Check

Business Office Clearance: \_\_\_\_\_