



# Transcript Request Form

OFFICE OF THE REGISTRAR

Name: \_\_\_\_\_

First

Middle

Last

Maiden (If applicable)

Phone \_\_\_\_\_ Email: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Years Attended Bethany: \_\_\_\_\_ to \_\_\_\_\_ Year Graduated (If applicable): \_\_\_\_\_

Current Class Level: \_\_\_\_\_ FR \_\_\_\_\_ SO \_\_\_\_\_ JR \_\_\_\_\_ SR \_\_\_\_\_ MAT

I would like my transcripts sent (circle one): ASAP After Fall Semester After Spring Semester After Summer Session

\*CURRENT STUDENTS: By selecting "ASAP," your transcripts will not include classes you are currently enrolled in until after the courses have ended.

Please send: \_\_\_\_\_ Official (\$10 fee) \_\_\_\_\_ Unofficial (no fee)

.....  
Send Transcripts to:

**\*Full mailing address must be included or your request will not be processed.**

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

Reason for request:

- \_\_\_ Graduate School
- \_\_\_ Job Opportunity
- \_\_\_ Scholarship
- \_\_\_ Transfer to another college
- \_\_\_ Dual High School/College Credit
- \_\_\_ Other (Please specify \_\_\_\_\_)

**A \$10 fee per transcript is required at the time of request. If you need transcripts overnighted via FedEx, there is an additional fee of approximately \$30. By requesting your transcripts to be delivered via FedEx, you assume payment responsibility for all shipping charges incurred. Please allow 48 hours to process regular requests.**

\_\_\_\_\_ Initial here if you'd like to have your transcripts shipped via FedEx.

**\*\*All requests that are unable to be processed due to missing information or an account hold will be destroyed after 30 days.**

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE RETURN THIS FORM TO THE REGISTRAR'S OFFICE**

**Email: registrar@bethanywv.edu**

**Fax: 304.829.7796**

**Payment Information**

Credit Card Number: \_\_\_\_\_ Exp: \_\_\_\_\_ Zip Code of Cardholder: \_\_\_\_\_

Signature of Card Holder: \_\_\_\_\_