



Official Transcript Request Form

Effective January 1, 2019:

- **If you have paid the one-time fee previously, you may use this form** to request your transcript **or** order online (other fees apply for online orders) for faster processing.
- **If you have never paid a one-time fee, please do not use this form**, as your request will be returned to you unfulfilled. Please visit <https://www.newriver.edu/transcript-request/> and choose Option 1 to order your transcript.

Student Information

Full Name (Last, First Mi)	Date of Birth	Student ID or Last 4 of SSN
Former name(s) <i>if applicable</i>	Last Term or Year Enrolled	() - Telephone
Student Mailing Address:		
Street/PO Box	City	State Zip
Personal Email Address: 		
May we use the contact information you provided above to update our records?		
		Yes No

Order Information

Please **mail** my official transcript to:

(Write this exactly as you want it to appear on the envelope.)

Recipient Name:

Attention:

Mailing Address:

Number of Copies:

Hold transcript until grades are processed for the current term
 Hold transcript until diplomas are awarded for the current term
 Do not hold and process as soon as possible

Student Signature (print and sign)

Date

General Transcript Request Information

All transcripts requested using this form are mailed

Students needing e-scripts (digital/email transcripts) will need to order through our online service.

New River CTC will not send any academic records by fax.

Unofficial transcripts may be accessed and printed by both current and former students. Please visit <https://www.newriver.edu/transcript-request/> for more information.

To submit this form

In person: at any of our campus locations | **Fax:** (304) 929-6719
Mail: Registrar's Office 280 University Drive, Beaver, WV 25813