

# TRANSCRIPT REQUEST

NAME \_\_\_\_\_ Student ID # \_\_\_\_\_

NAME WHEN ATTENDED, IF DIFFERENT: \_\_\_\_\_

HOME ADDRESS \_\_\_\_\_

City State Zip

PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

SOCIAL SECURITY NUMBER \_\_\_\_\_

CURRENT STUDENT \_\_\_\_\_ FORMER STUDENT \_\_\_\_\_

ATTENDED: Prior to 1985 \_\_\_\_\_ 1985-2002 \_\_\_\_\_ 2002+ \_\_\_\_\_

NUMBER OF OFFICIAL COPIES NEEDED: \_\_\_\_\_ UNOFFICIAL: \_\_\_\_\_

TO BE SENT:  
Within a Week \_\_\_\_\_ End of Semester\* \_\_\_\_\_

\*End of Semester requests will be held and mailed after final grades for the semester have been recorded and verified.

**SIGNATURE** \_\_\_\_\_

Required in order to comply with the Family Educational Rights and Privacy Act (FERPA)

Date of Request \_\_\_\_\_

**NAME AND ADDRESS OF RECEIVER: COMPLETE LEGIBLE ADDRESS**  
If this box is not filled out transcripts will be mailed to the requestor's address. (Official copies are mailed in a sealed envelope. Unofficial copies can be emailed or faxed, please indicate below).

ALDERSON BROADDUS UNIVERSITY OFFICE OF THE REGISTRAR  
BOX 2065, 101 COLLEGE HILL DRIVE, PHILIPPI, WV 26416  
FAX # 304-457-6464 EMAIL: reg@ab.edu

**NOTE: ALL FINANCIAL OBLIGATIONS TO THE UNIVERSITY MUST BE SATISFIED BEFORE A TRANSCRIPT CAN BE ISSUED.**

### Transcript Fees:

\_\_\_\_ Official Transcript: **\$10.00** each  
\_\_\_\_ First Official Transcript: **Free**  
\_\_\_\_ Unofficial Transcript: **Free**  
\_\_\_\_ Scholarship Requests (for AB University): **Free**  
\_\_\_\_ Total

### Transcript Payment – may pay with cash, check, or credit card

#### Credit Card Information\*

If you prefer to give the information over the phone, please call 304-457-6227

Name of credit card holder \_\_\_\_\_

Address \_\_\_\_\_

Phone # of credit card holder \_\_\_\_\_

Credit Card Number \_\_\_\_\_

Credit Card Expiration Date \_\_\_\_\_ CID # \_\_\_\_\_  
3 digit # on back of card

Cardholder Signature \_\_\_\_\_

\*As of July 15, 2016 a 2.75% transaction fee will be applied to credit card payments

#### University Use Only

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