

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: _____

NOTE: Official copies are mailed in a sealed envelope. Unofficial copies can be emailed or faxed. We do not offer official transcripts electronically at this time.

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 _____

COMPLETE LEGIBLE NAME AND ADDRESS OF RECEIVER: Requests not containing full/correct contact information will be charged again if a transcript needs re-sent. If this box is not filled out transcripts will be mailed to the requestor's address.

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 _____

University Use Only

Date Received: _____

Amount Paid: _____

Clearance: BO: _____ Perkins _____

Date Sent: _____

Sent By: _____