

HOW TO ORDER YOUR TRANSCRIPT

To request an official transcript, you can come in person to our office or mail the following form to:

Transcript Unit
Admissions and Records
West Virginia University
P.O. Box 6009
Morgantown, WV 26506-6009

You may also order your transcript by FAX.
Send FAX requests to (304) 293-8991.

ATTN: Transcript Staff

NOTE: *Faxed transcripts are unofficial.*

Click here to get the [Transcript Request Form](#).

Cost for Each Transcript

Please make checks payable to **WVU**.

Official Transcript via mail (<i>Your first transcript is free</i>)	\$6.00
Priority Official Transcript (<i>pick-up only</i>)	\$10.00
Faxed Transcript (<i>unofficial</i>)	\$8.00
Course Descriptions	\$5.00
Degree Letter	\$6.00
GPA Letter	\$6.00

For additional information, contact the Transcript Unit at (304) 293-3654, or e-mail: transcripts@mail.wvu.edu

Important Information

Transcripts will not be mailed or faxed on behalf of students who have any kind of financial obligation or "hold" at the University.

Transcripts may not be requested by telephone, the web, or e-mail. Federal law requires that the signature of the student appear on the request.

Once your request is received, please allow 3 to 5 working days for processing.