



Telephone: (202) 314-3412 · Fax: (304) 724-3794  
Graduate School USA· Office of the  
Registrar 303 West 3rd Ave.  
Ranson, WV 25438

**GRADUATE SCHOOL USA TRANSCRIPT REQUEST FORM**

**Student Information** *(Please print in ink legibly and complete both pages.)*

Name \_\_\_\_\_  
Last First Middle

ID# or SSN# \_\_\_\_\_ Date of Birth \_\_\_\_\_

Other names/Maiden Name \_\_\_\_\_ Daytime Phone # \_\_\_\_\_

Email \_\_\_\_\_

Primary address \_\_\_\_\_  
\_\_\_\_\_

In accordance with the Family Educational Rights and Privacy Act of 1974, your signature is required to authorize the release of your transcript. Because of confidentiality concerns, telephone requests cannot be honored.

Date \_\_\_\_\_ Signature \_\_\_\_\_

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Hold transcript for most recent grades? · Yes · No

Approximate Dates of Attendance: First Year Enrolled: \_\_\_\_\_ Last Year Enrolled: \_\_\_\_\_

Have you completed a Graduate School USA Certificate of Accomplishment? · Yes · No

If yes, date: \_\_\_\_\_ Certificate Program Name: \_\_\_\_\_

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**GRADUATE SCHOOL USA TRANSCRIPT REQUEST FORM for \_\_\_\_\_**  
*Student's Name*

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- FEES:** · \$ 5.00 each transcript  (USPS Standard Mailing included)  
· \$ 15.00 each RUSH transcript (processed within two business days)  
· Free for each US fax or email (circle your choice) (unofficial copy only)  
· \$ 10.00 for each FedEx

**Total Number of transcripts requested** \_\_\_\_\_.

**Amount Due:** \_\_\_\_\_ **Payment:** · Visa · MasterCard · American Express

Card # \_\_\_\_\_ Exp. Date \_\_\_\_\_ Check/Money Order #: \_\_\_\_\_

Official transcripts may be ordered by mail or in-person at the Office of the Registrar during regular business hours. Checks/money orders should be made payable to Graduate School USA and must be included with a mailed transcript request. Fax requests are honored with a credit card authorization. The Graduate School USA will not fax official transcripts.

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**Disclaimer:**

- If you have a financial hold prohibiting the release of your transcript, you must remove the hold before your transcript will be issued.
- Please allow 3-5 business days for processing. Allow 1 week to receive your transcripts by standard mail.
- A letter releasing your transcripts to a friend or relative must accompany this form if they are picking it up or mailing your transcript for you. The letter must be signed and dated by you and include the name of the person picking up the transcript.