Please send your signed and completed form via fax to 800-473-2512

Please note: **Some institutions may require the student to obtain transcripts directly; if this is the case, your enrollment counselor will contact you.**

West Virginia State University: Transcript Release Form

TRANSCRIPT RELEASE AUTHORIZATION

I authorize my official transcripts to be sent to West Virginia State University C/O The Learning House and allow any necessary follow-up to acquire said transcripts listed below.

Applicant's Signature: _____ Date: _____

Legal Name: _____ _____ _____ _____
First *Last* *Maiden* *other*

Permanent Address: _____ _____ _____ _____
Street *City* *State* *Zip*

Date of Birth: _____ /_____ /_____ **Social Security Number or Student ID Number:** _____ – _____ – _____

Phone: _____ **Email:** _____

1. Institution Name: _____

Mailing Address: _____ _____ _____
City *State* *Zip*

Dates Attended From: _____ to: _____ **Degree Earned/ Program Seeking (if any):** _____

2. Institution Name: _____

Mailing Address: _____ _____ _____
City *State* *Zip*

Dates Attended From: _____ to: _____ **Degree Earned/ Program Seeking (if any):** _____

3. Institution Name: _____

Mailing Address: _____ _____ _____
City *State* *Zip*

Dates Attended From: _____ to: _____ **Degree Earned/ Program Seeking (if any):** _____

Have more schools for us to request? Please use additional sheets.

Return official transcript materials to:

West Virginia State University
C/O The Learning House
801 East Park Drive, Suite 105
Harrisburg, PA 17111

Or email if using secure service transcripts3@learninghouse.com

Institution Records Office: If you cannot process this request, please contact the Transcript Office at 800-293-7075 ext. 175