



West Virginia State Board of Registration for Professional Engineers
300 Capitol Street, Suite 910, Charleston, WV 25301

PROFESSIONAL ENGINEER TRANSCRIPT REQUEST

PLEASE TYPE OR PRINT LEGIBLY AND FORWARD TO APPROPRIATE INSTITUTION

INSTRUCTIONS

APPLICANT: Most colleges and universities require a written request in order to release a transcript. This form has been designed to help facilitate this process.

**THIS FORM SHOULD ONLY BE COMPLETED AFTER YOU
HAVE EARNED YOUR ABET BACCALAUREATE DEGREE.**

Visit your institution's website and electronically request an **official** transcript to be sent to our agency address OR complete this form and forward to the institution(s) for release of your official transcript. If mailing this form, enclosing a stamped pre-addressed envelope for their use may be helpful.

INSTITUTION: Please process this request for an official transcript and enclose in the **sealed envelope with your signature across the sealed flap**. Return it to the applicant for inclusion in their application package. Your prompt response is appreciated. Official electronic transmittal to our agency directly from the institution is also acceptable.

1. Applicant's Name: _____
First Middle Last (Sr., Jr., III)
2. Social Security Number: _____ - - or Student Identification Number: _____
3. Mailing Address: _____
Street Address City County State Zip
4. Birthdate: _____ / / 19
5. Email Address: _____
6. Phone Number: () -
7. Institution requested to furnish transcript: _____
8. Mailing Address: _____
Street Address City State Zip
9. To the Registrar of the above named school:

I hereby request the **official transcript** of my academic record be forwarded directly to my mailing address listed above. I have marked an "X" by one of the two statements below regarding transcript fees.

- ☐ I am aware that a transcript fee is normally required by your office and I have contacted your office to find that a check in the amount of \$ _____ must be enclosed.
- ☐ If a transcript fee is required, please send an invoice to my address shown above. I will remit payment immediately upon receipt of invoice.

Applicant's Signature: _____ Date: _____