

TRANSCRIPT REQUEST FORM

Office of Enrollment Services
75 Arnold Street Keyser, WV 26726
304.788.6817 / 800.262.7332 / 304.788.6939 FAX



Full Name _____ Date of Birth (mm/dd/yyyy): ____/____/____

Former Name(s) _____

WVUID Number: ____ - ____ - ____ (if available) SSN# (Optional): ____ - ____ - ____

Current Mailing Address _____

City _____ State _____ Zip Code _____

Phone (____) _____ Email Address _____

Are you a Potomac State Graduate? YES / NO Dates Attended Potomac State _____

Number of Copies _____ @ \$12.00 per copy = \$ _____
(If you have never requested a transcript before your first one is free.)

Please indicate below where the transcript(s) should be sent. Please list both the name of the college/university/business as well as the address.

We must receive signed authorization before releasing a transcript.

Signature (required before processing) Date

Debit/Credit cards accepted: Visa Mastercard Discover (circle one)

Name on card _____

Billing address for card
Street City Zip

16-digit card number

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3-digit CVV code

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 Card Expiration Date MMY

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Processing Times:
Credit Cards will be closed out daily at noon. Cards for transcripts received after noon will be processed the next day.