



**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 mailed 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.

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: \_\_\_\_\_