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\_\_\_\_\_  
(or last four digits of SSN)

Previous Name (if applicable): \_\_\_\_\_ DOB: \_\_\_\_\_

Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_

\_\_\_\_\_ Cell Phone: \_\_\_\_\_

\_\_\_\_\_ Email: \_\_\_\_\_

\*\* ALL LEVELS OF COURSEWORK ARE INCLUDED WITH A TRANSCRIPT (undergraduate and graduate) \*\*

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Special Instructions: ' Hold for current term grades (if currently enrolled) ' Hold for Degree Statement (if in last semester)

Make checks payable to Glenville State University. Credit/Debit cards are accepted by including the information below or contacting 304-462-6120 once the official request has been received. We accept MasterCard, Discover, and Visa. You must have all financial obligations satisfied with GSU or your request will not be processed. The request must be signed by the student. Unfulfilled requests due to unmet obligations are destroyed after 30 calendar days and a new request will be required.

\$ \_\_\_\_\_ Regular Processing \$7.00

\$ \_\_\_\_\_ Express Mail \$42.00 each (includes \$7 transcript fee & postage) \*\*Not available for PO Box and APO addresses.

\$ \_\_\_\_\_ Total Amount