



## Request for Transcript

Bluefield State College  
 219 Rock Street  
 Bluefield, WV 24701  
 Telephone: 304-327-4060  
 Fax: 304-327-4330

The very first official transcript a student receives is free; any additional copies will be \$10.00 per copy.

Last Name		First Name		MI	Date
Student ID or Social Security Number				Telephone Number	
Current Address: Street		City		State	Zip
If attended under a name other than present, provide other name					
Currently Enrolled at BSC Yes      No		Do you want an official copy of your transcript? Yes      No		How many copies? Number:	
Are you a transient to BSC from another institution? Yes      No		Do you want an unofficial copy of your transcript? Yes      No		How many copies? Number:	
Did you graduate from BSC? If yes, year?		Are you transferring to another institution? Yes      No      If yes, why?			
Will pick up transcripts? Yes      No		Do you want us to hold your transcript until the grades for current semester are available? Yes      No			
<b>Student Signature: (Required)</b>					
<b>Mail transcripts to the name and address listed below</b>					
<b>Organization/Institution Name/Self: (Required)</b>					
<b>Organization/Institution Address: (Required)</b>		Street	City	State	Zip
<b>Credit Card Number:</b>					
<b>Credit Card Expiration Date:</b>					