

Transcript Request

*Transcripts can be ordered via the Web 24/7 through the National Student Clearinghouse. Order updates are available via mobile text message and will also be emailed to you. You can also track your order online using your email address and order number.
<http://www.studentclearinghouse.org/>*

BlueRidge

COMMUNITY AND
TECHNICAL COLLEGE

13650 Apple Harvest Drive
Martinsburg, WV 25403
TEL: 304-260-4380
FAX: 304-260-4376
www.blueridgectc.edu

All official transcripts are \$10.00 each.

STEP 1:

If you need to request an official copy of your transcript, you will need to download a Transcript Request form. Transcripts are released only upon written request from the student with the student's signature and printed name plainly shown. E-mail requests cannot be accepted.

STEP 2:

Be sure to include your name, all previous names, addresses, phone numbers, student ID number (or social security number if you can't remember your C number), dates of attendance, and graduation date (if applicable) on the request.

STEP 3:

Include the complete address to which the transcript should be sent.
transcripts require a minimum of three working days for processing.

STEP 4:

Send completed transcript request and payment (\$10 per transcript) to the Office of the Registrar by mailing or faxing your completed form.

Student Information

Last Name:	<input type="text"/>	First Name:	<input type="text"/>
Former Name:	<input type="text"/>	Middle Name:	<input type="text"/>
Student ID:	<input type="text"/>	Date of Birth:	<input type="text"/>
Address:	<input type="text"/>		
City, State, & Zip:	<input type="text"/>	Phone:	<input type="text"/>
Email Address:	<input type="text"/>		

Processing Information

Check all that apply:

- Send as soon as possible
- Hold until current semester grades are completed
- Hold until current semester graduates are certified

Fees to be attached:

- Official Transcript Request (\$10.00 each)

Mailing Information

- Mail (complete address below) Student Pick Up (ID Required)

Institution or Agency Name:	<input type="text"/>
Office or Person:	<input type="text"/>
Complete Address:	<input type="text"/>
City, State, and Zip:	<input type="text"/>

Student Signature: _____

Date: _____

Enrollment Services Signature: _____

Date Transcript Sent: _____

Updated: 2/8/17

OFFICIAL ACADEMIC TRANSCRIPT REQUEST - ONLINE

AVAILABLE 24/7!!!

Any financial obligations to the college, on behalf of the student, must be satisfied before transcripts will be released.

Transcript Ordering, a service of the [National Student Clearinghouse \(http://www.studentclearinghouse.org/\)](http://www.studentclearinghouse.org/), offers a fast, simple and secure way to order copies of your transcript via the Web. You'll be guided through the easy step-by-step process and receive email updates on your order, which you can also track online.

Transcript Ordering complies with all published guidelines of the [Family Educational Rights and Privacy Act \(FERPA\)](#), which protects students' privacy rights in their education records.

Transcripts can be ordered via the Web 24/7 through the National Student Clearinghouse. You can place as many orders as you like in one session using any major credit card. Your card will only be charged after your order has been completed. Order updates are available via mobile text message and will also be emailed to you. You can also track your order online using your email address and order number.

Students ordering transcripts via the National Student Clearinghouse, who have designated campus pick up, should wait for a call to ensure transcript availability prior to attempting to retrieve the requested transcript.

OFFICIAL ACADEMIC TRANSCRIPT REQUEST - PAPER

Transcripts not ordered through the Clearinghouse require a minimum of three working days for processing.

STEP 1:

If you need to request an official copy of your transcript and do not wish to order it online, you will need to download a Transcript Request form. Transcripts are released only upon written request from the student with the student's signature and printed name plainly shown. E-mail requests cannot be accepted.

STEP 2:

Be sure to include your name, all previous names, addresses, phone numbers, student ID number (or social security number if you can't remember your C number), dates of attendance, and graduation date (if applicable) on the request.

STEP 3:

Include the complete address to which the transcript should be sent.

STEP 4:

Send completed transcript request and payment (\$10 per transcript) to the Office of the Registrar by mailing or faxing your complete form to:

Office of the Registrar

Blue Ridge CTC

13650 Apple Harvest Drive

Martinsburg, WV 25403

FAX: 304-260-4376

IRS Statement:

Blue Ridge CTC is an eligible educational institution, and must get your correct identifying number (Social Security Number or Individual Tax Identification Number) to file certain information returns with the IRS and to furnish a qualified tuition and related expenses (Form 1098-T) statement to you. Your signature signifies your understanding and consent that the College will provide your information to the IRS.

Blue Ridge Community and Technical College provides opportunity to all prospective and current members of the student body, faculty, and staff on the basis of individual qualifications and merit without regard to race, color, sex, sexual preference, religion, age, national origin, sexual orientation, marital or parental status, familial status, veteran status, or disability.