



NEW RIVER™

Community and Technical College

As of August 1, 2010 the transcript fee will be a onetime charge of \$15.

The Fee must be paid before Transcript can be processed.

****All fields MUST be filled out completely or your Request will be returned ****

Name _____ Date _____
Last First MI

Date of Birth _____ Student ID # _____ Telephone No. _____

Current Address _____
Street Address City State Zip

Please provide name at time of attendance _____

Currently Enrolled at New River? Yes No Last Term Enrolled _____

Are you transient to [New River](#) CTC from another institution? Yes No

Did you graduate from New River? Yes No If yes, year: _____

Hold Until Grades for Current Semester Are Available Official Copy or Student Copy

Mail transcripts to the Name and Address listed below
(Complete the address as you wish it to appear on the Transcript) Number of Copies _____
(For additional address use the Back of the form)

(Name of Institution or Recipient) Student Signature

(To the attention of Office or Name) Already paid the onetime fee

(Address) Amount Paid _____ Date Paid _____

(City, State Zip code)

Submit your completed request for transcript one of the following ways:

- To the Business office on your campus along with your fee.
- **Scan** the completed form and email to registrar@newriver.edu, and contact Business Office to pay fee.
- **Fax** the completed form to (304) 929-6719; ATTN: Transcript Requests and contact the Business Office to pay fee.
- **Mail** Request for transcript and your fee to: Registrar’s Office –280 University Dr, Beaver, WV 25813. (Please do not mail cash)
- **Online transcript requests are available at www.newriver.edu by clicking on “QuickLinks” then “Transcript Request.”**

You may call the Business office, to make payment electronically
Mercer/Raleigh- (304) 929-5448 ♦ Greenbrier- (304) 647-6569 ♦ Nicholas- (304) 883-2422

www.newriver.edu

<p>Greenbrier Valley Campus 653 Church Street Lewisburg, WV 24901 304.647.6560 Fax 304.647.6561</p>	<p>Mercer County Campus 1001 Mercer Street Princeton, WV 24740 304.425.5858 Fax 304.425.0860</p>	<p>Nicholas County Campus 6101 Webster Road Summersville, WV 26651 304.872.1236 Fax 304.872.3587</p>	<p>Raleigh County Campus 280 University Drive Beaver, WV 25813 304.929.5450 Fax 304.929.5462</p>	<p>Central Administration 280 University Drive Beaver, WV 25813 304.929.5445 Fax 304.929.5478</p>
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