

# AUTHENTICATION REQUEST FORM

First Name

Middle Name

Last Name

Student ID Number or  
Social Security Number

E-mail Address

Type of Document to be Certified

- Diploma  
 Transcript

Please attach transcript request form or  
copy of diploma with the request

Student's Mailing Address

City

State

Country

Zip Code

Certified diplomas will only be held for pick  
up or mailed directly to the student.  
Choose the option below that you would  
prefer.

- Hold for Pick-Up  
 Mail to Student

Certified Transcripts will be mailed to the  
student or mailed to the desired  
desintation. Choose the option below  
that you would prefer.

- Mail to Student  
 Mail to Recipient

Signature:

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Request form, transcript request, and copy  
of diploma may be mailed to:  
Office of the Registrar  
Marshall University  
Old Main 106A  
One John Marshall Drive  
Huntington, WV 25755

Request form, transcript request,  
and copy of diploma may be  
faxed to (304) 696-6476

Contact Information:  
(304) 696-6410  
registrar@marshall.edu

One John Marshall Drive, Huntington, WV 25755  
www.marshall.edu

