



**** FOR EXTERNAL USE ONLY ****
OFFICE OF THE UNIVERSITY REGISTRAR
EXTERNAL - DATA REQUEST FORM



Requestor Name: _____ Date: _____

Phone Number: _____ Date Required: _____

Organization: _____ Email: _____

NOTES: ** ONLY DIRECTORY INFORMATION IS AVAILABLE.
**** EXTERNAL is defined as use other than by West Virginia University**
departments and staff.

Directory information available from WVU student information system:

Name of Student	Major Field of Study
Official Address (Mailing)	Class Status (i.e. freshman)
Telephone Number	Dates of Attendance
Electronic Mail Address	Previous Educational Institution(s) Attended
Age of Student	Degree(s) and Date(s) Conferred
Permanent/Parents Address	Awards and Honors (i.e. Dean's List)

List the data you need in the order required. Data will be emailed unless another format is requested.

Data Items Needed on Report (Ex: Name, Address, Major Field, etc.): _____

Term or Terms data is need for: _____

Additional Information (Attach additional sheet if necessary): _____

Signature of Requestor: _____ Date: _____

Name of Organization: _____ Date: _____

Please return to: Tom Snider, PO Box 6009, West Virginia University, Morgantown, WV 26506

H PHONE: (304) 293-2124 ext. 1504 H FAX: (304) 293-3080 H