

TRANSCRIPT REQUEST

Outstanding obligations to the University must be satisfied prior to the release of transcripts.

Transcripts are provided as a free service to VU students and alumni. Transcripts may be requested in person during regular office hours of 8:00 a.m. – 5:00 p.m. (CST) Monday through Friday. They may also be requested by mail or fax by completing the information below. Please make sure you sign your request. Federal Law (FERPA) prohibits the release of transcripts without a written signature.

Name _____ Date _____ VU I.D. No. _____
First Middle Maiden Last

Address _____

Signature _____ Birth Date _____ Social Security _____
Optional

Current e-mail address _____ Phone _____

Are you currently enrolled? _____ Yes _____ No If no, Last year attended _____

Program(s) attended: _____ Undergraduate _____ Graduate _____ Law (Print Law Rank? _____ Yes _____ No)

Number of copies to this address _____ Check one: _____ Send now (allow for one week processing)
_____ Hold for grades at the end of term _____
_____ Hold for degree - Date expected: _____

Mail To: Please print _____ _____ _____ _____
--

Special Instructions:

If additional requests are needed, please list below, or on a separate sheet of paper.