

The University of Virginia's College at Wise

Transcript Request Form

ATTN: Office of the Registrar, 1 College Avenue, Wise, Virginia 24293

Phone: 276-328-0117 Web: www.uvawise.edu/registrar

_____	_____	_____	_____
<i>First Name</i>	<i>Middle Name</i>	<i>Last Name</i>	<i>Student ID or SSN</i>
_____		_____	
<i>Any former name(s)</i>		<i>Birth Date</i>	
_____		_____	_____
<i>Current Address</i>		<i>City</i>	<i>State</i> <i>Zip</i>
_____		_____	
<i>Phone Number</i>		<i>Email Address</i>	
Last session attended: YR _____ TERM _____ <input type="checkbox"/> CURRENTLY ATTENDING			

Number of OFFICIAL Copies Requested: _____ Number of UNofficial Copies Requested: _____
<input type="checkbox"/> Process Now <input type="checkbox"/> Hold for Grades <input type="checkbox"/> Hold for Degree Posting

I authorize UVa-Wise to release my official transcripts to the address(es) below:

Address 1 -- Name and complete mailing address: _____ _____ _____
--

Address 2 -- Name and complete mailing address: _____ _____ _____
--

Address 3 -- Name and complete mailing address: _____ _____ _____
--

Address 4 -- Name and complete mailing address: _____ _____ _____
--

SIGNATURE REQUIRED ON REVERSE SIDE 
Please use an additional form for more than four addresses.

Transcript Processing: Expedited same day (office pick-up) is \$25.00.

There is no fee for mailed paper copies.

I will pick up my transcript.

I designate the following person to pick up my transcript: _____

Obligations:

It is the student’s responsibility to insure that all obligations with the College have been satisfied before submitting a transcript request to the Registrar’s Office. A transcript will not be prepared if the student has an outstanding obligation or owes a financial debt.

Authorization:

If the student wishes for someone other than himself/herself to acquire a copy of their transcript, then the designated party must be named in the Transcript Processing field on the front of this form, or have a signed letter from the student authorizing that person to pick up the transcript.

Please note:

1. Transcripts are mailed via U.S. Postal Service standard delivery or may be picked up by the student or designated party.
2. If this is your first semester attending UVa-Wise, a transcript will not be available until after final grades for your fist semester are posted.
3. We do not have the authority to release transcripts on file from institutions other than UVa-Wise.

Signature (required): _____ **Date:** _____

IMPORTANT: If you choose to fill this form in electronically, please know that it must be signed by you and either brought or mailed to campus.

Processing Time(s): On average, transcript processing will take 3 to 5 business days. However, during office peak times, processing time may increase to 7 to 10 business days. Processing time does not include delivery time for the United States Postal Service.

REGISTRAR’S OFFICE USE ONLY	

Initials: _____	Date _____