Virginia Military Institute

Transcript Request Form

INSTRUCTIONS: *Please complete, sign, and return form to the Registrar's Office.*
Hand written signature required, electronic signatures not accepted.
Return form with processing fee by mail, fax, or scan and email to:

Virginia Military Institute
Registrar's Office - 303 Shell Hall
Lexington, VA 24450
FAX #: 540-464-7726
EMAIL: baurjn@vmi.edu

Cadet/Alumni Name: _____

ID Number or SSN: _____

Attendance Date: _____ *to* _____

Email Address: _____

Current Address: _____

Daytime Phone Number: _____

Mail Transcript to the following:

Business or Person: _____

Street Address #1: _____

Street Address #2: _____

City, State, Zip: _____

Request for ____ Copies – Please check one:

COST: ☐ *$5.00 per copy (3-5 day processing)*

☐ *$10.00 per copy (24 hour processing)*

NOTE: *Processing is based on standard work days released from the Registrar's Office -- and does not include nights and weekends.*

All requests must have accompanying payment.

Processing Instructions / Restrictions:

- *Standard turnaround is 3-5 work days for processing.*
- ***Outgoing transcripts cannot be faxed or emailed.***
- *Transcripts are sent by US Postal services. Overnight Delivery Services are not provided.*
- *Transcripts cannot be released without the expressed written signature/authorization of the cadet.*
- *The Institute reserves the right to withhold transcripts for individuals with outstanding administrative obligations.*

Please check one for processing preference:

☐ *Mail Now*

☐ *Mail After Grades Posted For* _____

☐ *Mail after Degree Posted*

☐ *Pick Up* _____

Payment Information:

Payment Type: ☐ *Cash* ☐ *Check* ☐ *Credit Card* *Amount $*_____

Card Type: ☐ *Visa* ☐ *MC* ☐ *Discover* *Account #*_____ *Expiration:*_____

Cardholder Name/Address: _____

Cardholder Signature: _____

CADET/ALUMNI SIGNATURE: _____ *DATE:* _____

Hand written signature required, electronic signatures not accepted

Updated 10/2012