



Virginia International University
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Academic Transcript Request Form

VIU Transcript Policies

1. Complete a separate request for each transcript requested.
2. The fee for each transcript you request is \$10.00.
3. Please allow 3 business days for processing.
4. If you need a transcript within 24 hours, the cost per transcript is \$15.00 each.
5. Transcripts will NOT be issued if the student has missing documents in his/her file or if they have outstanding debts to VIU.
6. Transcript fees must be paid before the transcript will be released to the student.

STEP 1		Current Name and Address	

Last Name			
_____		_____	
First Name		Middle Name	

Street Address			
_____		_____	_____
City		State	Zip

VIU ID #			
_____/_____/_____			
Birth Date			

Telephone Number			

Email Address			

STEP 3	Transcript Delivery Instructions
(Check all that apply)	
<input type="checkbox"/>	I will pick up the transcript myself
<input type="checkbox"/>	Please mail the transcript to the address below
<input type="checkbox"/>	Please mail the transcript to me at my home address

Address to Mail Transcript to:

STEP 2
transcripts requested: <input type="text"/>
Do you want your mailing address printed on your transcript for the DMV? Yes No

REQUIRED * REQUIRED * REQUIRED

(Student Signature)

Office Use Only
Outstanding Balance: _____ Date: _____ By: _____
Date Received: _____ By: _____ Date Sent: _____ By: _____