

### REQUEST FOR STUDENT TRANSCRIPT

**Instructions**

1. Type or print the Request Form information.
2. The Request must have the student’s signature.
3. Each transcript requested is \$10.
4. Transcripts may take up to 4-6 weeks for delivery.
5. No e-mail requests accepted.

**Student Information**

Name:			
Street:			
City:			
State and Zip:			
SSN (US):			
Phone #:		Email*:	
Name and Address of Mentor:			
Years Attended:			
Degree Received:			
Date Received:			

\*For contact purpose ONLY

<b>Send Official Transcripts To:</b>	<b>Number of Copies</b> _____
Institution/Organization:	
Street:	
City:	
State and Zip:	
In Care Of/Registrar:	

<b>Send Unofficial Transcripts To:</b>	<b>Number of Copies</b> _____
Name:	
Street:	
City:	
State and Zip:	

**Authorization of Payment:**

\$10 is enclosed with this request for each transcript requested.  
 I authorize VIU charge my credit card \$10 for each transcript requested.

Credit Card Number:	Exp.(mmyy):	CVV



\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**