OFFICE OF THE REGISTRAR

REQUEST FOR TRANSCRIPT
(PLEASE PRINT OR TYPE) No. of Copies _______

Student ID No. XXX-XX- ___ ___ ___ ___

1584 Wesleyan Drive
Norfolk, Virginia 23502
Phone: (757) 455-3386 • Fax: (757) 461-0370 • email: reg@vwc.edu

Student’s Name, Home Address, Phone Number & Email

..........................................................
..........................................................
..........................................................

Phone ..........................................................
Email ..........................................................
(Email address – for ELECTRONIC transmittal notifications ONLY – please print clearly)

Print plainly in the box below the name, title, and address of the person and/or institution to whom you wish to have this transcript sent. Correct and legible address is student’s responsibility.

..........................................................
..........................................................
..........................................................

Email ..........................................................
(Email address – for ELECTRONIC transmittal notifications ONLY – please print clearly)

________________________________________   _________________________________________  __________________________
Other Names Used   Signature   Date of Request

NOTE:
1) Financial obligations to the College must be satisfied.
2) One request per form.
3) Transcript requests by telephone can NOT be honored.
4) Allow 1-3 business days for processing. Additional time may be required at the start and end of semesters.

CHECK ALL THAT APPLY:
□ To be picked up (photo ID required – we will hold for 3 business days after which transcript(s) will be placed in the mail)
□ Hold for current semester’s grades
□ Send ELECTRONIC transcript via eSCRIP-SAFE™
□ Hold until degree posted
□ Mail as soon as possible
□ Issue in separate, sealed envelopes

REASON TRANSCRIPT IS NEEDED:
□ Transfer to another college □ Employment
□ Scholarship application □ Personal use
□ Other ______________________________________________