# Virginia Military Institute

## Transcript Request Form

**INSTRUCTIONS:** *Please print, complete, and sign form.*
***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:* _____

*Attendance Date:* _____ *to* _____

*Current Address:* _____

*ID Number or SSN:* _____

*Email Address:* _____

*Daytime Phone Number:* _____

*Mail Transcript to:*

_____

_____

_____

_____

*Request for ____ Copies – Please check one:*

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

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

***NOTE:*** ***VMI WILL BE CLOSED FOR WINTER FURLOUGH 12/21/12 – 1/6/13. TRANSCRIPTS WILL NOT BE PROCESSED DURING THIS TIME. PLEASE PLAN ACCORDINGLY.***

*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* _____

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### 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*