



REQUEST FOR TRANSCRIPT

**MAIL
TRANSCRIPT
TO:**
(print clearly)

Name of college, university, or individual

Address

City

State

Zip

FOR OFFICE USE ONLY	
FEE	_____
AMOUNT RECEIVED	_____
AMOUNT OWED	_____
DATE SENT	_____

Number of copies to be sent _____ @ \$5.00/copy

I AM REQUESTING MY: <i>(please check all that apply)</i>	UNDERGRADUATE COURSE RECORD	GRADUATE COURSE RECORD
		Graduate Studies in Education record? Yes No <i>(Note: please allow six weeks from the completion of a course for transcripts to be available.)</i> Course(s) completed in the last 6 months <i>(use back side if needed):</i> _____
Are you currently attending Viterbo University? Yes No Should we hold your request for: Final Grades? Yes No Certification of Degree? Yes No		

STUDENT SIGNATURE _____ DATE _____

STUDENT ID NUMBER _____ - _____ - _____ DATE OF BIRTH _____

STUDENT NAME: last first middle maiden (_____) _____ - _____
PHONE NUMBER

CURRENT ADDRESS: street city state zip