Virginia Military Institute

Transcript Request Form

INSTRUCTIONS: *Please complete, sign, and return form to the Registrar's Office.*
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: evanstl@vmi.edu

Cadet Name: _____

Attendance Dates: _____ *to* _____

Current Address: _____

_____

VMI ID# or last 4 SSN: _____

Email Address: _____

Daytime Phone Number: _____

Mail Transcript to the following:

Name of Business or Person: _____

Street Address #1: _____

Street Address #2: _____

City, State, Zip: _____

Request for ____ Copies – Please check one:

COST: ☐ *$5.00 per copy (3-5 day processing)*
☐ *$10.00 per copy (24 hour processing)*

NOTE: *Processing is based on standard work days released from the Registrar's Office -- and does not include nights and weekends.*

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* _____

CADET SIGNATURE: _____ ***Date:*** _____

Hand written signature required, electronic signatures not accepted

Payment Information: *Payment Type:* ☐ *Cash* ☐ *Check* ☐ *Credit Card* *Amount $*_____

IF PAYING BY CREDIT CARD PLEASE CALL 540-464-7213 WITH ACCOUNT INFORMATION

THANK YOU.