



OFFICE OF THE REGISTRAR

982 Mansion Drive, Bennington, VT 05201 802-447-6324(P) 802-681-2876(F) registrar@svc.edu

Transcript Request Form

Both Official and Unofficial transcripts are available from the Office of the Registrar. Unofficial transcripts are free and can be emailed, faxed. Each Official transcript costs \$10.00 and takes one week to process (a rush fee of \$5 for next day processing is available). The Family Educational Rights and Privacy Act (FERPA) of 1974 require that all transcript requests be in writing and be signed and dated by the person to whom the academic record belongs. Please be reminded that official transcripts CANNOT be emailed or faxed. **Note: College policy prohibits issuing transcripts to any student with any financial or other unmet obligations.**

PERSONAL INFORMATION (PLEASE PRINT CLEARLY):

FIRST NAME MIDDLE INITIAL LAST NAME FORMER NAME (IF APPLICABLE) LAST 4 DIGITS OF SSN

ADDRESS CITY STATE ZIPCODE PHONE EMAIL

ENROLLMENT INFORMATION:

Current Student: Yes No IF "No," Last Semester Enrolled: Fall Spring Summer YEAR: _____

Did you graduate? Yes No IF "Yes" Year of Graduation YEAR: _____

X _____

STUDENT SIGNATURE

DATE

TRANSCRIPT INFORMATION: Unofficial (free) Official \$10 per Rush (Next Business Day, \$5 Fee) # of Copies: _____

Hold until final grades are submitted Hold until after graduation: _____

CHECK | CASH | CREDIT CARD

PAYMENT METHOD (PLEASE CIRCLE) CREDIT CARD NUMBER (IF APPLICABLE) EXP. DATE

EMAIL/FAX TRANSCRIPT(S) TO (UNOFFICIAL ONLY): _____

IN-PERSON PICK-UP

MAIL TRANSCRIPT(S) TO:

RECIPIENT _____

ADDRESS CITY STATE ZIPCODE

RECIPIENT _____

ADDRESS CITY STATE ZIPCODE

RECIPIENT _____

ADDRESS CITY STATE ZIPCODE

Office Use Only

Form Received	Transcripts Processed/Mailed	Transcripts Entered into Tracking