

Transcript Request

Date _____

1. Transcript requests must be made in writing by student only.
2. All financial obligations must be reconciled before transcript will be released.
3. Transcripts given or sent to the student will be considered OFFICIAL only if they remain in a sealed CVA envelope.
4. Transcript fees are: \$4.00 for Official Transcript and \$2.00 for Unofficial Transcript.

Last Name _____ First Name _____ Middle I. _____

Address _____

City, State, ZIP _____ Cell # _____

Signature _____ SSN# _____

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Forward transcript to: (Please print. You are responsible for the accuracy of the address.) _____

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Are you currently enrolled? Yes No

Dates of Attendance (month/year) From _____ To _____ Number of transcripts _____

Send now? Yes No Official Copy Unofficial Copy

Hold for end of term? Yes No Hold for Graduation? Yes No

_____ Amount Due _____ Amount Paid _____