



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. Each Official transcript costs \$10.00. Transcript requests take 2-3 business days to process. Transcript requests may be rushed (same day processing) for a fee of \$5. 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 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	LAST NAME	FORMER NAME (IF APPLICABLE)	LAST 4 DIGITS OF SSN	D.O.B
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ADDRESS	CITY	STATE	ZIPCODE	PHONE	EMAIL
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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/copy) Rush (Same Day Processing, \$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
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IN-PERSON PICK-UP

MAIL TRANSCRIPT(S) TO:

RECIPIENT

ADDRESS	CITY	STATE	ZIPCODE
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RECIPIENT

ADDRESS	CITY	STATE	ZIPCODE
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RECIPIENT

ADDRESS	CITY	STATE	ZIPCODE
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Office Use Only

Form Received	Transcripts Processed/Mailed	Transcripts Entered into Tracking