



Valdosta State University
 Office of the Registrar
 Valdosta, Georgia 31698-0175
 Ph 229-333-5727 Fax 229-333-5475

Transcript Release Form

Fill out this form and submit to get a printable version. Signature is required before form is printed and sent by mail or fax to the Office of the Registrar.

Transcripts will not be issued if outstanding financial obligations to the University have not cleared. *Generally, there is no charge for this service. See additional explanations below.*

Date of Request:

Student Information:

E-mail Address:

VSU ID # or SSN

Name:

Address:

Date of Birth:

Phone:

Send Transcript To:

Name & Address

(include fax number if applicable):

There is no charge for regular processing of as many as 5 transcripts. Each transcript after 5 will cost \$2 per copy.

Faxing costs \$10

Add?

Include name and fax number above in Address "Send Transcript To" section

Transcripts will not be issued if outstanding financial obligations to the University have not been cleared.

Number of copies:

Hold until degree posted?

yes

no

Send Transcript Now? yes no

Hold until current term grades are posted?

yes

no

Signature: _____ *(Required)*

Signature is required for this form to be processed.
