



# Official Transcript Order Form

Please allow 3-5 business days for processing from the time we receive the form in our office. This includes overnight and priority mail requests. If paying by check make payable to Southern Virginia University. For questions, contact the Registrar's Office at (540) 261-4343. WE DO NOT FAX TRANSCRIPTS.

<p style="text-align: center;"><b>Fees:</b></p> <p style="text-align: center;"><b>Current Students: \$5.00 per copy</b></p> <p style="text-align: center;"><b>Southern Virginia Graduates: First 5 transcripts free; \$5 per copy</b></p> <p style="text-align: center;"><b>Former Southern Virginia and</b></p> <p style="text-align: center;"><b>Southern Seminary Students: \$15 per copy</b></p> <p style="text-align: center;">Regular Mail: Included with transcript fee Priority Mail: Additional \$6.45 Overnight Mail: Additional \$30.00</p>	<p style="text-align: center;"><b>Please Send All Transcript Requests to:</b></p> <p style="text-align: center;">Southern Virginia University Office of the Registrar One University Hill Drive Buena Vista, VA 24416 Fax: (540) 266-3554 Email: registrar@svu.edu</p>
<p><b>Date of Request:</b> _____ <b>Date of Birth:</b> _____</p>	
<p><input type="checkbox"/> Southern Virginia University      SVU ID#(if known): _____      SVU Graduate: <input type="checkbox"/> Yes    <input type="checkbox"/> No</p>	
<p><input type="checkbox"/> Southern Seminary College      Dates of Attendance: From _____ To _____</p>	
<p><b>Choose One:</b></p> <p><input type="checkbox"/> Mail immediately</p> <p><input type="checkbox"/> Mail after current grades are available</p> <p><input type="checkbox"/> Mail after degree is posted</p> <p><input type="checkbox"/> Will pick up on: _____</p>	<p><b>Please Indicate Reason for Request:</b></p> <p><input type="checkbox"/> Employment                      <input type="checkbox"/> Transfer</p> <p><input type="checkbox"/> Graduate School                  <input type="checkbox"/> Travel Study</p> <p><input type="checkbox"/> Insurance                          <input type="checkbox"/> Other: _____</p> <p><input type="checkbox"/> Scholarship</p>
<p><b>Current Name (Last, First, Middle):</b> _____</p>	<p><b>Name(s) Used While Attending:</b> _____</p>
<p><b>Current Street Address:</b> _____</p>	
<p><b>City:</b> _____</p>	<p><b>State:</b> _____</p>
<p><b>Zip Code:</b> _____</p>	<p><b>Phone:</b> _____</p>
<p><b>Please provide e-mail address for transcript transmission notification:</b> _____</p>	
<p><b>Mail _____ (# of Copies) to address:</b> _____</p> <p><b>For multiple transcripts, please check a box below:</b></p> <p><input type="checkbox"/> Sealed in separate envelopes</p> <p><input type="checkbox"/> All in one envelope</p>	
<p style="text-align: right;"><input type="checkbox"/> Regular Mail</p> <p style="text-align: right;"><input type="checkbox"/> Priority Mail (Additional \$6.45)</p> <p style="text-align: right;"><input type="checkbox"/> Overnight (Additional \$30)</p>	
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<p><b>STUDENT SIGNATURE (REQUIRED):</b> I understand my transcripts will NOT be released if there are any outstanding balances owed to SVU</p>	
<p><b>Visa/Mastercard/Discover #</b> _____</p>	
<p style="text-align: center;"><b>OFFICE USE ONLY</b></p>	
<p><b>Exp. Date</b> _____</p>	<p><b>Security Code</b> _____</p>
<p><b>Total Amount</b> _____</p>	<p><b>Date Sent/PickedUp:</b> _____</p>
<p><b>Cardholder's Signature Authorizing Charge</b> _____</p>	<p><b>Date Received:</b> _____</p>
<p><b>Amt Paid/Type of Payment:</b> _____</p>	<p><b>Email Notification:</b> _____</p>
<p><b>Initials:</b> _____</p>	<p> </p>