



UNIVERSITY OF RICHMOND
FOUNDED 1830

OFFICIAL ACADEMIC RECORDS REQUEST OFFICE OF THE UNIVERSITY REGISTRAR

E-mailed forms are not accepted. Allow 3 to 5 business days processing time.

Students/Alumni receive up to 80 free transcripts*.

Students with non-credit records only - CEU courses - receive up to 10 free transcripts.

Financial obligations (holds) to the University must be cleared before requests can be honored.

Only UR transcripts may be requested or released. Outgoing transcripts may not be faxed.

Transcripts issued directly to a current or former student will bear the notation "Issued to Student" or "Issued to Student in Sealed Envelope" as requested.

STUDENT ID# _____

Name _____

LAST (Print)

FIRST

MIDDLE

[* Name as used at the University of Richmond (if changed) _____]

Address _____

Street

City

State

Zip

Day Phone Number _____ Home Phone Number _____ E-mail address _____

Use this address information to update my permanent records.

Current Student Not Current Student Last Attended UR _____ Degree Received (degree/date) if applicable: _____

I hereby authorize University of Richmond to release my academic transcript to:

STUDENT IN PERSON

Mail transcript to: _____

Address _____

City _____ State _____ Zip _____

_____ Total # of copies _____ # of copies sent to the address above _____ # of copies sent to additional addressees on attached sheet

Issued in Sealed Envelope(s)

This request is for: LSAC AMCAS VMCAS Study Abroad (Fall or Spring semester)

Summer Internship Abroad (Krittika Onsanit--OIE) Summer Abroad (School of Continuing Studies) Other

Please hold this request until grades are received for:

Fall Grades Spring Grades Summer Grades _____ (Specify term)

Please hold for degree conferral Please hold for grade change

Student's Signature _____ **Date:** _____

PRIVACY ACT: ALL REQUESTS REQUIRE AN ORIGINAL SIGNATURE OF THE STUDENT. REQUESTS WITHOUT A SIGNATURE WILL NOT BE PROCESSED.

*Fee incurred after 80 total transcripts issued: \$1.00 per transcript/picked up or \$2.00 per transcript mailed/requested in sealed envelope. Law students applying to clerkships may apply for a fee waiver through the Law School Career Services Office.

RETURN COMPLETED REQUEST IN PERSON, BY MAIL, OR FAX:

804-287-6578 Fax

Office of the Registrar (Sarah Brunet Hall)

28 Westhampton Way – University of Richmond, VA 23173

August 2006; updated May 2007; March 2008

For Office Use Only

Date Processed _____

Initials: _____