Virginia Commonwealth University

Graduate School
Transcript Request

To the applicant: Complete the information below and send this form and a self-addressed transcript envelope to the registrar of each college and university you have attended. Request one copy of your official academic record. When you receive the completed form and academic records in the sealed envelope, include it with the materials you submit with your application. Do not open the envelope when it is returned to you by the registrar.

Name _____
last first middle other last name(s)

Current address _____

_____

Social Security number ___ ___ ___ - ___ ___ - ___ ___ ___ ___

Name of college or university _____

Dates of enrollment From _____ To _____
month/year month/year

Degree, major and year _____

_____
signature of applicant date

To the registrar: The person named here is applying for admission to graduate study at Virginia Commonwealth University. Please attach two copies of the student's official academic record. Insert all material into the envelope provided, seal the envelope and sign across the seal to ensure confidentiality. Return the sealed envelope to the applicant who will submit it unopened to the Graduate School at VCU. We appreciate your cooperation in our self-managed application process.

Please describe your grading system (i.e., A=4.0, B=3.0) or attach a transcript key.

_____

_____

_____

_____
registrar's signature/official seal date

Virginia Commonwealth University • Graduate School • P.O. Box 843051 • Richmond, VA 23284-3051