

Registrar's Office

University of Northern Virginia

7535 Little River Turnpike, Suite 103A-B
Annandale, VA 22003

Transcript Information

Students who wish to send transcripts of their academic record to another college/university, place of employment, or INS should follow one of the following steps:

1. Print out the "Transcript Request Form" from the UNVA website (*Admissions* → *Admissions Forms*), fill in all the requested information, sign it, attach a check, money order or a completed "Credit Card Payment Authorization Form" in the exact amount of \$5 per copy (\$10 for Express transcripts within 48 hours) payable to the University of Northern Virginia and either mail or fax to the address on the Transcript Request Form;
2. OR, Complete a "Transcript Request Form" in person at the Registrar's Office;

Read the following information carefully before applying:

- Your signature is required per federal regulations to release your transcript. To protect students and alumni, **NO** telephone or email requests will be honored.
- Incomplete forms will not be processed.
- You must pay for transcripts before requests are processed; personal check, money order, and major credit cards (Master, Visa, and Discover) are accepted. **All charges are nonrefundable.**
- Transcripts are released only when the student files are complete and there are no holds on the record.
- Transcript requests will not be processed for students with financial obligations to the University.
- The Registrar's Office does not provide confirmation of receipt of transcript requests; it is your responsibility to call our office for confirmation of receipt 24 hours after you fax in your requests.
- Do not mail **AND** fax, or repeatedly submit the same transcript request; requests will be duplicated; all charges are your responsibility.
- Transcripts show coursework taken at UNVA only, credits transferred from other institutions will be listed as the total hours accepted along with the name of the institution; request other institutional transcripts from those institutions.
- If choosing to pick up transcript in person, you must indicate it clearly on the form that you are picking up transcript personally.
- A photo ID is required to pick up transcripts in person; certified written authorization is required to release transcripts to another person; those who picking up your transcripts must have a photo ID.
- If requesting transcript to be mailed to you, you must fill out your mailing address clearly on the form. Transcript will be sealed in envelope mailed to you. **DO NOT open the envelope by yourself; the official status of the transcript will be voided if you do so.**
- Student copies may be requested for personal use and will not be sealed nor bear the raised seal.
- If sending to multiple destinations, use a plain sheet of paper for additional addresses by following the address format on the form.
- Changes to type of service, or the destination address must be made in writing by the person requesting the transcript.
- It is the responsibility of the student to confirm receipt of transcripts at destination. Replacement transcripts will not be provided after six months from processing date.
- No over-night express mailing requests will be honored as of now. In case of emergency, please apply in person at the Registrar's Office.

Transcripts submitted to the University of Northern Virginia from other institutions for admission or credit, become the property of the University of Northern Virginia, and cannot be returned to the student or forwarded to other institutions.