



Office of the Registrar  
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# UNOFFICIAL TRANSCRIPT REQUEST

I. Name: \_\_\_\_\_ SSN (required): \_\_\_\_\_  
*Last First Middle/Maiden*

Other Names Used: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
*mo/day/year*

Address: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

I am currently attending EVMS:  Yes  No Dates of EVMS Attendance (*mo/year to mo/year*): \_\_\_\_\_

Program Attended at EVMS: \_\_\_\_\_ Graduation Date (*month/year*): \_\_\_\_\_

## II. Service Desired:

- Hold for pickup Pickup date: \_\_\_\_\_
- Send now. Email Transcript to: \_\_\_\_\_
- Hold for most recent semester grades (*processing can take up to two weeks after end of semester*). If holding for summer grades, indicate session(s) attended: \_\_\_\_\_
- Hold for degree posting (*processing can take up to one month after graduation date*). Indicate expected date of graduation: \_\_\_\_\_
- I have a special deadline: \_\_\_\_\_
- Overnight shipping (*provide your Federal Express/UPS account number [www.fedex.com](http://www.fedex.com)*):
  - FedEx FedEx/UPS account number: \_\_\_\_\_

TOTAL COPIES ORDERED
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Please mail \_\_\_\_\_ copies to the address below.  
(Please use one form per address and provide complete mailing information for each address, including Zip Code.)

Name \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State/Country \_\_\_\_\_ Zip/Postal Code \_\_\_\_\_

Signature (required): \_\_\_\_\_ Date: \_\_\_\_\_