

1. Transcript request policy:

- In accordance with the Federal Family Educational Rights and Privacy Act (FERPA), a student's information cannot be disclosed without the prior written consent of the student; therefore, requests for transcripts, grades or other information contained in educational records cannot be issued to an outside party without the student's written signature. Telephone, email and unsigned requests cannot be processed.
- All outstanding obligations (financial, academic or administrative) due to the University must be cleared before your transcript request can be processed.
- Typically, official transcripts are sent to graduate schools, employers, and other third party recipients. The Registrar's Office will also honor reasonable requests for personal use.
- We cannot FAX transcripts.
- No charge for transcripts and please allow 1-4 working days to process all requests.

2. Special Request/Delivery:

There is no charge for official transcripts; however there is a charge for special requests/deliveries. If a special request/delivery is needed, indicate by checking the appropriate box(es) and providing payment.

Fees must be prepaid by credit card, cash, or check/money order. (Make checks payable to Buena Vista University.)

- UPS Overnight delivery - \$30
- Foreign/International Mail - Cost of mailing

If paying by credit card, fill out: Visa MasterCard Discover American Express

Credit Card # _____ Expiration date: _____ Show Amount Paid here: \$ _____
Month / Year

3. Please send my BVU transcript to:

4. To ensure prompt processing, provide all the information requested below:

Name (print) First Middle Last Former Name(s)

Student ID# Daytime phone number

Current street address, city, state, and zip code (print)

Currently enrolled at BVU: Yes No If no, year of last attendance at BVU: _____

Process Now Process after graduation is posted

Process after grades are posted for current semester: Fall Interim Spring Pre-Session Summer 1 Summer 2 Term _____

5.

My signature below indicates that all the information contained on this form is correct, complete and honestly presented. By signing and dating this form, I give Buena Vista University permission to send my transcripts to the above address.

Signature (required) Date