BUENA VISTA UNIVERSITY
Bold vision. Bright futures.

TRANSCRIPT REQUEST FORM

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.
- Allow 3-5 working days to process all requests.
- There is no charge for official transcripts; however there is a charge for special requests/deliveries:
  1. One Day Service: (24 hour processing, sent by regular U.S. Mail) $25.00
  2. Domestic Overnight Service: BVU uses UPS overnight. In addition to the one-day service fee, a $20 UPS fee must be pre-paid by cash, check/money order, or credit card. (Make checks payable to Buena Vista University.)
  3. Special Delivery – Foreign/International Mail: Fee: Cost of mailing. You must provide a credit card number for payment or a pre-paid envelope.

2. Transcript payment:

Special Request/Delivery Fees: ❑ Visa ❑ MasterCard ❑ Discover ❑ American Express

Credit Card # _ _ _ _ - _ _ _ _ - _ _ _ _ - _ _ _ _ Expiration date: _____
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)

SS# 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

Return this form to the Registrar's Office

BVU, Office of the Registrar, 610 W. Fourth Street, Box 2009, Storm Lake, IA 50588
www.bvu.edu/registrar • 712.749.2233 • Fax: 712.749.1466