

Transcript Request Form

**Averett University
Registrar's Office
420 West Main Street
Danville, VA 24541
Fax: 434-791-7181**

In order for your transcript to be issued **all financial obligations to Averett University must be satisfied**. If a student is financially clear at the time we receive the request, processing will normally be completed within two working days, including transcripts being picked up; however, service may be slower during rush periods.

- Official Unofficial
- Send my transcript regular mail
- Send my transcript expedited via UPS*
- I will pick my transcript up

Student's Full Name: _____
Last First Middle

Student ID# _____ Date of Birth: _____

Date of Enrollment: _____

Address: _____
Street Apt. City State/Zip Code

Phone Number: _____

Please send my transcript to:

Name: _____

Address: _____

Number of Copies: _____

Method of Payment:

- Cash/Check/Money Order - \$7 per copy
(Made payable to Averett University; \$100 USD charge for returned checks)
- UPS Expedited Shipping - add'l \$30*

Effective January 1, 2012:

To use a credit/debit card to pay for a transcript, please go to www.getmytranscript.com. You can use the kiosk at AU Central to complete the request online. Students **currently enrolled at Averett University** can also pay online for transcript copies through their PC Self-Service account.

Special Instructions - Hold Transcript Until:

- Degree Completion Statement (available once all requirements have been met)
- Degree Conferred to Print on Transcript (only available after graduation date)
- Grades at semester's end.
- Grades posted for: _____ Term: _____ Year: _____

Student Signature: _____

Date: _____