



University of the Virgin Islands

#2 John Brewer's Bay • St. Thomas, Virgin Islands 00802 • Phone (340) 693-1160 • Fax (340) 693-1167 • Cashier: (340) 693-1437
registrar@uvi.edu (for more information)

OFFICE OF ACCESS AND ENROLLMENT SERVICES • OFFICE OF THE REGISTRAR TRANSCRIPT REQUEST FORM

1. Apply online by hitting SUBMIT at the bottom of form. Call Cashier to pay by credit card. Payee for check is UVI.
2. For express delivery, pay additional \$35.00 for FedEx to US. Call or email us for other destinations.
3. Transcripts will not be processed for students/alumni with outstanding balances.
4. If online submission is not possible for you, please print, complete and mail or fax to UVI. (See contact information above.)
5. Forms not submitted online must be signed.

Online completion and submission work best with the latest version of Acrobat Reader. [Click here for a free download.](#)

PRINT CLEARLY (ALL INFORMATION IS REQUIRED)

Student ID #: _____ Date of Birth: _____ E-mail Address: _____
mm/dd/yy

Last Name: _____ First: _____ Middle: _____ Maiden/Previous: _____

Name at UVI: _____ Date of last enrollment: ____/____/____ Tel. (m/h/w) _____
mm/dd/yy

Signature _____ Date _____

INSTRUCTIONS

<input type="checkbox"/> E-Transcript	<input type="checkbox"/> Official Transcript	<input type="checkbox"/> Undergraduate Transcript	<input type="checkbox"/> Ph.D. Transcript
<input type="checkbox"/> Issue now	<input type="checkbox"/> Unofficial Transcript	<input type="checkbox"/> Graduate Transcript	<input type="checkbox"/> Hold for current semester grades
<input type="checkbox"/> I will pick up	<input type="checkbox"/> USPS Mail	<input type="checkbox"/> Deliver to _____	<input type="checkbox"/> Hold until degree is posted
			(Valid picture ID required)

PAYMENT:

	Number:	Cost:	Extended Amount:
1. <input type="text" value="Total Transcripts Ordered:"/> <small>Optional Delivery Charges per Address</small>	<input type="text"/>	x \$10.00	= \$ <input type="text"/>
2. <input type="text" value="FedEx® Expedited Delivery—Domestic"/>	<input type="text"/>	x \$35.00	= \$ <input type="text"/>
<input type="text" value="FedEx® Expedited Delivery— International"/> <small>Call for delivery cost</small>	<input type="text"/>	x \$45.00	= \$ <input type="text"/>
Total Amount Paid:			\$ <input type="text"/>

Payment Method: _____

INFORMATION FOR E-TRANSCRIPT

Choose one only.

Electronic Network Recipient ([click here](#))
 Recipient's Name: _____

Recipient's Email: _____

Send electronically outside Network (please inform recipient)

Recipient's Name: _____

Recipient's Email: _____

SUBMIT

BY MAIL OR COURIER

Exact mailing address is required.
FedEx cannot deliver to a P.O. Box.

Send to: _____

Address: _____

