



University of the Virgin Islands

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OFFICE OF ACCESS AND ENROLLMENT SERVICES TRANSCRIPT REQUEST FORM

1. Press SUBMIT at bottom of page to apply online. Call Cashier to pay by credit card. Payee for check is UVI.
2. Transcripts will not be processed for students/alumni with outstanding balances.
3. Forms not submitted online must be signed.

Online completion and submission of form 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

- E-Transcript Official Transcript Undergraduate Transcript Hold for current semester grades
 Unofficial Transcript Graduate Transcript Ph.D. Transcript Hold until degree is posted
 I will pick up USPS Mail Deliver to _____ (Valid picture ID required)

PAYMENT:

	Number:	Cost:	Total Amount:
1. <input type="text" value="Total Transcripts Ordered:"/>	<input type="text"/>	x \$10.00	= \$ <input type="text"/>
Optional Delivery Charges per Address			

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

Send to: _____
 Address: _____

