



University of the Virgin Islands

#2 John Brewer Bay • St. Thomas, Virgin Islands 00802 • Phone: (340) 693-1166 • Fax: (340) 693-1167 • Cashier: (340) 693-1437
E-mail: registrar@uvi.edu for further information.

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

Transcript Request Procedure:

1. Transcripts will not be issued to students with holds on their records, until all requirements have been met.
2. We do not accept telephone requests.
3. Transcripts will not be issued to a third party without the written authorization of the student (unsigned Transcript Request Forms will **NOT** be processed). A transcript is a confidential document. In order to ensure that records are kept secure, a student's signature and a copy of a government issued identification must be attached to the request before a transcript is released.

Fax/Email/Mail/BanWeb student Portal Request Procedure:

1. Fax – Fax us your information and signature, and a copy of a government issued ID is required: fax number is 340-693-1167.
2. Email – Scan your information and signature sheet, a copy of a government issued ID is required and email it to us as an attachment, our email is registrar@uvi.edu
3. Mail – Mail the information with your signature, and a copy of a government issued ID is required to: **Registrar Office • #2 John Brewer's Bay • St. Thomas, U.S. Virgin Islands 00802-9990**
4. BanWeb: Transcript request forms submitted through the student portal must be signed (we cannot process your request without your signature).

In person request:

1. Forms submitted to the Registrar's Office must submit and attached a copy of a valid government issued Identification in order to request and receive a transcript.

Submission of Transcript Request:

1. Press the SUBMIT button at the bottom of the page to apply online.
2. Call Cashier to pay by credit card. Payee for check is UVI.

Note: 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: Select all that apply

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

PAYMENT:

	Number		Cost		Total Number
Total Transcript Ordered:		X	\$10.00	=	\$
<i>Optional Delivery Charges per Address</i>					

	Number		Cost		Total Number
FedEx® Expedited Delivery—Domestic		X	\$35.00	=	\$
FedEx® Expedited Delivery—International Call for delivery cost		X	\$45.00	=	\$
Total Amount Paid:			\$		
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: _____

