

# VINCENNES UNIVERSITY

## Transcript Request Form

\*\*Under normal circumstances, transcript requests are processed within two business days.

*Please print clearly or type.*

Name (Last, First, Middle) \_\_\_\_\_

Other names you have attended under \_\_\_\_\_

Student ID Number \_\_\_\_\_ or Birth Date \_\_\_\_/\_\_\_\_/\_\_\_\_

In the event that we need to contact you regarding this request:

Current Address \_\_\_\_\_

Email Address \_\_\_\_\_

Student's Phone Number \_\_\_\_\_

Did you attend Vincennes University prior to 1985? Yes  No

Are you presently enrolled at Vincennes University? Yes  No

If not presently enrolled, date of last attendance \_\_\_\_\_

**Please print**, in the Release transcript to box\*, the name and address of the person or place to whom the transcript is to be released. *Submit a separate release for each address to which you are sending copies.* For more than one copy to the same address, fill out only one form.

**I would like my transcript (check one)**

\_\_\_\_\_ Mail now.

\_\_\_\_\_ Mail after final grades are posted this semester.

\_\_\_\_\_ Mail after my degree has been posted.

\_\_\_\_\_ Fax an Unofficial Transcript to the fax number and contact listed below.

Number of copies to be sent \_\_\_\_\_

P  
R  
I  
N  
T

\*Release transcript to:

\_\_\_\_\_

\_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Country \_\_\_\_\_

**Signature of student:** \_\_\_\_\_ **Date:** \_\_\_\_\_

The Family Education Rights and Privacy Act of 1974 prohibits the release of information pertaining to the academic records of the student without the written and signed consent of the student. By signing this form the student is giving consent to Vincennes University to release a transcript.

**How to submit your request:**

**Fax: 812-888-4380**

**Email: records@vinu.edu**

**Mail: Vincennes University**

**Registrar's Office**

**1002 North First Street**

**Vincennes, IN 47591**

Transcripts released to the student will be stamped "issued to student" and are considered Unofficial.  
Official Transcripts are *only mailed directly* to Colleges, Agencies or Employers.