

RADFORD UNIVERSITY

Registrar

TRANSCRIPT REQUEST FORM

PROCESSING TIME is approximately 2 business days from the date request is received. During peak periods, processing time may increase.

You may contact our office 540-831-5272 to check the status of your request.

Completed, legally signed request forms can be sent to:

Fax No.: 540-831-6642, Mailing address: Registrar's Office, Radford University, Box 6904, Radford, VA 24142,

Email Address: registrar@radford.edu

All transcripts include the Registrar's Seal and are delivered via U.S. Mail

Student Name: _____ Maiden/other name(s): _____ Date: _____

RU ID# _____ Last 4 of SSN: xxx-xx- _____ Date of Birth: ____/____/____ (mm/dd/yy)
(if known)

Current Address: _____

Phone: _____ Email: _____ Your Legal Signature: _____

(Requests which are not legally signed or are electronically signed, will not be processed)

Type of Transcript: Undergraduate (UG) Graduate (GR) UG & GR

Dates of Attendance/Graduation: _____ Degree: UG: _____ GR: _____

Currently enrolled at Radford University? Yes No

TRANSCRIPT ORDER DETAILS

I REQUEST TO PICK UP my transcripts in the Registrar's Office

Quantity to be picked up _____
MAXIMUM 5 TRANSCRIPTS PER REQUEST FORM

I REQUEST TRANSCRIPTS BE MAILED to the following address(s):

Check the web or call the recipient if you are unsure of the address information.

Include the department when mailing to a campus, not just the school name.

- **NAME OF THE PERSON/ORGANIZATION:** example: Radford University or Dr. John Doe, Radford University
- **THE DEPARTMENT NAME:** example: Registrar's Office, Undergraduate Admissions Office, Human Resources, etc.
- **STREET ADDRESS OR PO BOX NUMBER**
- **CITY, STATE, ZIP**
- **ATTACH FORMS YOU WANT MAILED WITH THE TRANSCRIPT**
- **WRITE LEGIBLY**

QUANTITY: _____ QUANTITY: _____

MAXIMUM 5 TRANSCRIPTS PER REQUEST FORM

****OPTIONS FOR CURRENTLY ENROLLED STUDENTS ONLY****

Hold this transcript request until my **GRADES** are posted at the end of the current semester.

Hold this transcript request until my **DEGREE** is posted at the end of the current semester.

*******CAUTION: CHECKING A BOX MEANS YOUR TRANSCRIPT DOES NOT GET MAILED UNTIL AFTER THE CURRENT TERM*******

PURPOSE OF TRANSCRIPT REQUEST

Scholarship/Internship/Graduate School Employment Opportunity Other _____

Transferring: VA community College 4-year VA college Out of State __2yr __4 yr

IF TRANSFERRING, PLEASE INDICATE REASON: Economic Reasons Academic/Curriculum Issues Level of Satisfaction Other