



University of the Virgin Islands

RR1, Box 10,000 • Kingshill, Virgin Islands 00850 • Phone: (340) 692-4104 • **Cashier: (340) 692-4160**
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.
4. **Transcript will not be processed** if payment is not received, to pay for the transcript contact the cashier at 340-692-4160.

Email / Mail Request Procedure:

1. Email – Scan your transcript request form and a copy of a government issued ID (required) as an attachment to registrar@uvi.edu.
2. Mail – Mail your transcript request form and a copy of a government issued ID (required) to **Registrar Office • RR1, BOX 10000 • Kingshill, U.S. Virgin Islands 00850-9781.**

Submission of Transcript Request:

1. Please send all documents as an attachment and not in the body of the email.
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"/> MAIL U.S. Postal Service | <input type="checkbox"/> Name of Authorized person who will pick up transcript _____ (Valid picture ID required) | | |

PAYMENT:

	Number of Transcript(s)	Cost	Total Cost
Total Transcript Ordered: <i>Optional Delivery Charges per address</i>		X \$10.00	= \$
Payment Method:			

CHOOSE ONLY ONE METHOD

INFORMATION FOR ELECTRONIC TRANSCRIPT

DELIVER TO (complete one):

Electronic Recipient: _____
Institution (i.e. Admissions, Graduate Admissions, Registrar, etc.)

Name of Recipient: _____
(Print)

Recipient's Email: _____

Confirm Recipient's Email: _____

SENT BY U.S. POSTAL SERVICE

Recipient's Name

P.O. Box /Street Address

State City Zip Code