



Valdosta State University

Office of the Registrar

Valdosta, Georgia 31698-0175

Ph. 229-333-5727 • Fax 229-333-5475

Transcript Release Form

Signature is required before the form will be processed. Fill out form and print and sign then send by mail or fax to the Office of the Registrar.

Transcripts will not be issued if outstanding financial obligations to the University have not been cleared. *Generally there is no charge for this service. See additional explanations below.*

Date of Request: _____

Student Information

E-mail Address _____

VSU ID # or SSN _____

Name _____

Date of Birth _____

Address _____

Phone _____

City _____ State _____

Zip _____

Send Transcript To

Name _____

Address _____

City _____ State _____

Zip _____

Fax _____

(include fax number if applicable)

There is no charge for regular processing of as many as five (5) transcripts. Each transcript after five (5) will cost \$2.00 per copy.

Faxing costs \$10.00 Add? _____

Transcripts will not be issued if outstanding financial obligations to the University have not been cleared.

Number of copies _____ Hold until degree posted? **Yes** ____ **No** ____

Send Transcript Now? **Yes** ____ **No** ____ Hold until current term grades are posted? **Yes** ____ **No** ____

Signature _____

Signature is required for this form to be processed