



OFFICIAL ACADEMIC RECORDS REQUEST
COMMUNITY AND PROFESSIONAL EDUCATION

Please allow up to 5 business days processing time

Students with non credit records only - CEU courses - receive up to 10 free transcripts.

Financial obligations (holds) to the University must be cleared before requests can be honored.

Only UR School of Professional and Continuing Studies transcripts may be requested or released. Outgoing transcripts may not be faxed.

Transcripts issued directly to a current or former student will bear the notation "Issued to Student" in a sealed envelope as requested.

Student ID#

Name Last (print) First Middle Date of Birth (MM/DD/YYYY)

(*Name as used at the University of Richmond (if changed))

Address Street City State Zip

Day Phone Number Home Phone Number

E-mail address

Current student Not current student Last attended non credit program Certificate completed
Use this address information to update my permanent records.

I hereby authorize the University of Richmond, School of Professional and Continuing Studies to release my academic transcript to:

STUDENT IN PERSON

Mail transcript to:

Address:

City: State: Zip:

Total # of copies # of copies sent to the address above

of copies sent to additional addressees on attached sheet

Issued in sealed envelope(s)

This request is for:

Professional Development Courses Institute on Philanthropy Certificate Program

Culinary Arts Certificate Program Interior Decorating Certificate Program

Please hold this request until grades are received for:

Fall grades Spring grades Summer grades Please hold for certificate completion

Student's Signature Date

PRIVACY ACT: ALL REQUESTS REQUIRE AN ORIGINAL SIGNATURE OF THE STUDENT. REQUESTS WITHOUT A SIGNATURE WILL NOT BE PROCESSED.

*\$5.00 fee incurred after 10 total transcripts issued:

Return completed request in person, by fax, or by E-mail (as a scanned PDF).

E-mail: atravis@richmond.edu

Fax to: 804-289-8138

Mail to:

School of Professional and Continuing Studies

Attn: Operations Coordinator

490 Westhampton Way

University of Richmond, VA 23173

FOR OFFICE USE ONLY

Date Processed:

Initials: