

# TRANSCRIPTS

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A transcript is a copy of the student's academic record. All official transcripts are embossed with the university seal.

Official transcripts of student academic records are issued by the Office of Records and Registration only upon the written request of the student. Due to federal privacy laws, a signature is required to release a transcript; therefore the office cannot fulfill email or telephone requests for transcripts. The request should be made at least one week before the transcript is needed. All transcripts are \$5 each. Currently enrolled students can obtain unofficial copies of transcripts via eServices (<https://my.vcu.edu/>).

An official transcript is issued only after the student has paid all university bills.

Transcript requests signed by the student may be submitted in person to the Office of Records and Registration in Harris Hall, 1015 Floyd Ave., Room 1004; or requests may be submitted by mail to the Office of Records and Registration, Box 842520, Richmond, VA 23284-2520. Students and alumni may request an official transcript and pay by credit card by logging in to eServices or the National Student Clearinghouse. Additional fees are charged for expedited delivery services and for those ordered through the National Student Clearinghouse.