

# Shenandoah University Transcript Request Form



The Office of the Registrar accepts transcript requests **in writing only**, and must have your signature on this form before any records will be sent. We do not accept transcript requests via email or phone, to protect your privacy rights. If you have a hold on your account, we cannot process your request, and will contact you to inform you of that fact.

Standard transcript requests are free and will be processed within ten business days and sent via regular mail. Transcripts are processed on a first-in, first-out basis. Please let us know if you have an important deadline; we will do our best to accommodate you. Students who need overnight service may pay for and print a FedEx air bill online and then fax/deliver the envelope insert to the Registrar's office along with the request and signature. **Some restrictions apply; please contact the registrar's office to discuss this process PRIOR to purchasing your FedEx airbill.**

Please fax or mail this completed form to:

Office of the Registrar  
Shenandoah University  
1460 University Drive  
Winchester, VA 22601

fax: 540-665-5446  
phone: 540-665-5585  
email: registrar@su.edu

Name \_\_\_\_\_  
(first) (middle) (last)

I attended SU under this name (if different): \_\_\_\_\_

My contact information: Phone number (\_\_\_\_\_) \_\_\_\_\_ email: \_\_\_\_\_

Address \_\_\_\_\_

SU student ID number \_\_\_\_\_ or Social Security Number \_\_\_\_\_

Signature \_\_\_\_\_ Date of request \_\_\_\_\_

SEND TRANSCRIPTS TO (print clearly):

Name \_\_\_\_\_

Company/School \_\_\_\_\_

Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Country \_\_\_\_\_

Number of copies \_\_\_\_\_

## SPECIAL INSTRUCTIONS

Hold transcript until:

Current term grades are posted

Degree is posted

For registrar's use only:

Received \_\_\_\_\_ Completed \_\_\_\_\_ By \_\_\_\_\_