



**Valdosta State University**  
 Office of the Registrar  
 Valdosta, Georgia 31698-0175  
 Ph. 229-333-5727 • Fax 229-333-5475

**Transcript Request 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)*

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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? **Y** **No**

Send Transcript Now? **Y** **No**

Hold until current term grades are posted? **Y** **No**

**Signature**

Signature is required for this form to be processed