final high school transcript request form

Freshman applicants: We encourage your high school counselors to use the Common Application electronic transcript process in order to send official transcripts to VCU. If official transcripts cannot be submitted electronically, please complete the Applicant information section, sign this form and give it to your high school guidance counselor.

Schools: Sign the form, attach it to the applicant's final high school transcript and return it to:

Virginia Commonwealth University
Office of Admissions
P.O. Box 842526
Richmond, VA 23284-2526

Applicant information

Name __________________________________________

Last First Middle Other last

VCU ID number V__________________________ (can be found on the Certificate of Admission)

Date of birth _________ / _________ / _________

Intended semester of entry ❑ Fall 20 _____ ❑ Spring 20 _____

________________________________________

Applicant's signature

Date

________________________________________

Counselor/school official signature

Date

final college transcript request form

Applicants: Complete this form and give it to your college or university registrar's office.

Schools: Attach this form to one copy of the applicant's transcript and return it to:

Virginia Commonwealth University
Office of Admissions
P.O. Box 842526
Richmond, VA 23284-2526

Applicant information

Name __________________________________________

Last First Middle Other last

VCU ID number V__________________________

❑ I am requesting final transcripts.

Intended semester of entry ❑ Fall 20 _____ ❑ Spring 20 _____

School information

College name __________________________________________

Location (city, state) ________________________________ Enrollment dates: from __________ to __________

________________________________________

Applicant's signature

Date