



# OFFICIAL TRANSCRIPT REQUEST FORM

Students/Alumni receive up to 80 free transcripts.\* Financial obligations (holds) to the University must be cleared before requests can be honored. Only UR transcripts may be requested or released. Outgoing transcripts may not be faxed. **Regarding electronic transcripts, the content of the official transcript is converted into a PDF document and delivered to the recipient via eSCRIP-SAFE™, the authorized delivery agent selected by the University of Richmond.**

**\*\*\*Please allow up to 5 business days processing time.\*\*\***

**PLEASE TYPE DIRECTLY ONTO THE FORM HERE or PRINT CLEARLY.** Press the 'Tab' key to move to the next field.

Last Name _____		First _____	Middle _____	Name used at UR if changed _____
Address _____				Student UR ID Number (current students MUST use their UR ID) or last 4 digits of SSN _____ or XXX - XX - _____
City _____		ST (abbreviate) _____	Zip Code _____	Date of Birth (MM/DD/YYYY format) _____
(_____) _____		Daytime Phone Number _____		Email Address _____
____ Use this address information to update my permanent records		____ Not a Current Student		Last Attended UR _____
____ Current Student		School _____ Law _____ Other _____		Degree Received (degree/date format) if applicable: _____

**PLEASE HOLD REQUEST UNTIL GRADES ARE RECEIVED FOR (OPTIONAL)**  Fall  Spring  Summer \_\_\_\_\_ (Specify term)  
 Please hold for degree conferral  Please hold for grade change

**I HEREBY AUTHORIZE THE UNIVERSITY OF RICHMOND TO RELEASE MY ACADEMIC TRANSCRIPT BY WAY OF:**

- Pick up at the Office of the University Registrar      Pickup in sealed envelope      \_\_\_\_\_ No. of Copies
  - Picture ID required for pick up.
  - Signed release required if transcript will be picked up by someone other than student.
  - All transcripts must be picked up within 60 days.
- Send ELECTRONIC transcript via eSCRIP-SAFE™ to the recipient in the lower section.
  - Electronic option available for students entering in 1992 to present.
  - Please see Registrar's Office website (<http://registrar.richmond.edu>) for full details regarding electronic transcripts.
- Mail paper transcript to the recipient in the lower section.
  - Write clearly as delays may occur due to incomplete or illegible addresses.
  - One paper copy will be mailed unless other quantity is indicated. Use address blocks on the next page for additional recipients.

**Purpose of Disclosure (REQUIRED):**      Grad/Law School      Study Abroad      Other Education      Internship      Employment/Licensure      Self

**\*\*\*FOR PAPER TRANSCRIPTS\*\*\* RECIPIENT INFORMATION**      No. of Mailed Copies (First 80 transcripts are FREE\*) \_\_\_\_\_

Attention/Business Name \_\_\_\_\_

Address Line 1 \_\_\_\_\_

Address Line 2 \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

**\*AFTER 80 transcripts, the fee is \$1 per transcript picked up or \$2 per transcript mailed, requested in sealed envelope, or sent electronically. Law students applying to clerkships may apply for a fee waiver through the Law School Career Services Office.**

Print out, sign, and return the completed request form either in person, by fax, or by email (as a signed and scanned PDF).  
 Fax to: (804) 287-6578  
 Mail to:  
 Office of the University Registrar  
 28 Westhampton Way  
 University of Richmond, VA 23173  
 Email to: registrar@richmond.edu

**\*\*\*FOR ELECTRONIC TRANSCRIPTS\*\*\* RECIPIENT INFORMATION**

Recipient \_\_\_\_\_

Email Address \_\_\_\_\_

**\*\*\*ONLY FOR ELECTRONIC TRANSCRIPTS TO AMCAS (American Medical College Application Services)\*\*\***

Both fields are REQUIRED: AAMC ID (8 digits) \_\_\_\_\_ AMCAS Transcript ID (7 digits) \_\_\_\_\_

**\*\*\*ONLY FOR ELECTRONIC TRANSCRIPTS TO LSAC (Law School Admissions Council)\*\*\***

Field is REQUIRED: LSAC ID (L +8 digits) \_\_\_\_\_

**I understand that my official transcript will be delivered via the method selected and that any holds currently on my record will prevent release of my transcript. (Privacy Act: All requests require an original signature of the student. Requests without a signature will not be processed.)**

**\*\*\*Student Physical Signature REQUIRED. Forms with any type of electronic, stamped, or imaged signature will not be accepted.\*\*\***      \_\_\_\_\_      *Date*

