BUENA VISTA UNIVERSITY
Bold vision. Bright futures.

TRANSCRIPT REQUEST FORM

1. Transcript request policy:

- In accordance with the Federal Family Educational Rights and Privacy Act (FERPA), a student's information cannot be disclosed without the prior written consent of the student; therefore, requests for transcripts, grades or other information contained in educational records cannot be issued to an outside party without the student's written signature. Telephone, email and unsigned requests cannot be processed.
- All outstanding obligations (financial, academic or administrative) due to the University must be cleared before your transcript request can be processed.
- Typically, official transcripts are sent to graduate schools, employers, and other third party recipients. The Registrar's Office will honor reasonable requests for personal use.
- We cannot FAX transcripts.
- **Cost is $6 for first transcript per request, $3 for each additional transcript per request.** Please allow 1-4 working days to process all requests.

2. Special Request/Delivery:

There is an additional charge for special requests/deliveries. If a special request/delivery is needed, indicate by checking the appropriate box(es) and providing payment.

Fees must be prepaid by credit card, cash, or check/money order. (Make checks payable to Buena Vista University.)

❑ UPS Overnight delivery - Transcript fee plus $30 overnight fee.
❑ Foreign/International Mail - Transcript fee and cost of mailing.

If paying by credit card, fill out: ❑ Visa ❑ MasterCard ❑ Discover ❑ American Express

Credit Card #_____ Expiration date: _____ (Month / Year) Show Amount Paid here: $_____

3. Please send my BVU transcript to:

4. To ensure prompt processing, provide all the information requested below:

Name (print) First Middle Last _____ Former Name(s) _____

Student ID# _____ Daytime phone number _____

Current street address, city, state, and zip code (print) _____

Currently enrolled at BVU: ❑ Yes ❑ No If no, year of last attendance at BVU: _____

❑ Process Now ❑ Process after graduation is posted

❑ Process after grades are posted for current semester: ❑ Fall ❑ Interim ❑ Spring ❑ Pre-Session ❑ Summer 1 ❑ Summer 2 ❑ Term _____

5.

My signature below indicates that all the information contained on this form is correct, complete and honestly presented. By signing and dating this form, I give Buena Vista University permission to send my transcripts to the above address.

Signature (required) _____ Date _____

Return this form to the Registrar's Office

BVU, Office of the Registrar, 610 W. Fourth Street, Box 2009, Storm Lake, IA 50588
www.bvu.edu/registrar • regoffice@bvu.edu • 712.749.2233 • Fax: 712.749.1466