

# Transcript Release Request Form

The Family Educational Rights and Privacy Act (FERPA) of 1974 prohibits release of student information without the student's *written* consent. To release your transcript, please print, complete, *sign*, and submit this form to:

**Office of the Registrar**  
**Eastern Virginia Career College**  
**10304 Spotsylvania Ave., Suite 400**  
**Fredericksburg, VA 22408**  
**Fax: (540) 373-4465**  
**Email: [registrar@evcc.edu](mailto:registrar@evcc.edu)**

Your signed form may be mailed, faxed, scanned and emailed, or delivered in person.

Name while enrolled: \_\_\_\_\_  
First Middle initial Last

Signature (required): \_\_\_\_\_

Current name, if different: \_\_\_\_\_  
First Middle initial Last

Program of study: \_\_\_\_\_ Last year of attendance: \_\_\_\_\_

Date of birth: \_\_\_\_\_ Last four digits SSN: \_\_\_\_\_ Primary phone: \_\_\_\_\_

Current mailing address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Current email address: \_\_\_\_\_

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Please send my \_\_\_\_\_ official \_\_\_\_\_ unofficial (select one) transcript to (*Official transcripts will only be released to recipient by mail unless released directly to student, in person*):

Attention: \_\_\_\_\_

Name of institution: \_\_\_\_\_

Street address: \_\_\_\_\_

City, state, zip: \_\_\_\_\_

**\*\*Please allow 5-7 business days for transcripts to be processed.**

There is no fee for official transcripts released to testing sites or governmental licensing agencies. **PLEASE NOTE THAT ALL OTHER TRANSCRIPT REQUESTS MUST BE ACCOMPANIED BY A \$5.00 PAYMENT PAYABLE TO EASTERN VIRGINIA CAREER COLLEGE.** If submitted by fax or email, call EVCC to make payment arrangements.

**ALL FINANCIAL OBLIGATIONS TO EASTERN VIRGINIA CAREER COLLEGE MUST BE MET BEFORE A TRANSCRIPT WILL BE RELEASED.**