

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

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:

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:

(If transcript is to go to yourself, please write "self" here.)

Name of institution:

Street address:

City, state, zip:

Fax number, if *unofficial* transcript is to be faxed: _____

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.