



Office of the Registrar
 900 Viterbo Drive
 La Crosse, Wisconsin 54601
 (608)796-3180

REGARDING TRANSCRIPTS:

All transcript requests must be made by the student directly to the Office of the Registrar.

To protect a student, all requests for transcripts must be made in writing and must include the individual's signature. A transcript will not be mailed as the result of a telephone call or FAX request.

Effective September 1, 2005, the charge for a transcript (official or unofficial) is \$5.00 per copy each time a transcript request is received. The \$5.00 fee must accompany the request. If you plan to take additional courses and wish to pay \$5.00 only once, submit the form below after the last course.

Allow a minimum of six weeks from the completion of a course to the time grade reports and transcripts are available. No transcript will be issued until all financial accounts have been cleared with the college.

Individuals needing a copy of their record are encouraged to use the request for transcript form printed below.

Amy S. Gleason, Registrar



Office of the Registrar • 900 Viterbo Drive • La Crosse • Wisconsin • 54601 • 608-796-3180

REQUEST FOR TRANSCRIPT

VITERBO
UNIVERSITY

Name of college, university or individual

MAIL

TRANSCRIPT TO: _____
Address

TO:

(Print Clearly) _____
City State Zip

FOR OFFICE USE ONLY	
FEE	_____
AMOUNT RECEIVED	_____
AMOUNT OWED	_____
DATE SENT	_____

Number of copies to be sent _____ @ \$5.00 ea.

I AM REQUESTING MY: UNDERGRADUATE COURSE RECORD
 (Please check all that apply.)

GRADUATE COURSE RECORD

Graduate Studies in Education record? Yes No
 (Note: Please allow six weeks from the completion of a course for transcripts to be available.)
 Course(s) completed in the last 6 months:
 (Use back side if needed.)

Are you currently attending Viterbo University? Yes No
 Should we hold your request for: Final Grades? Yes No

Certification of Degree? Yes No

STUDENT SIGNATURE: _____ DATE: _____

STUDENT ID: _____ OR SSN: _____ DATE OF BIRTH: _____

STUDENT NAME: Last First Middle Maiden PHONE NUMBER: _____

CURRENT ADDRESS: Street City State Zip