



**Instructions:** Complete this form with all applicable information. Student signature is required at the time of ordering. If a hold exists on your records, your transcript may not be released. Please Note: transcripts cannot be picked up without a picture ID or written and signed authorization.

**Unofficial Transcripts are limited to 5 per semester**

|                                     |        |                        |
|-------------------------------------|--------|------------------------|
| LAST NAME                           | FIRST  | MIDDLE                 |
| STUDENT ID# (Longwood ID Preferred) |        | DATE OF BIRTH / /      |
| Street Address:                     |        |                        |
| City:                               | State: | Zip: Phone #: ( )      |
| Email Address:                      |        |                        |
| What Years did you attend?          |        | Previous Last Name(s): |

Use this address information to update my permanent records. \_\_\_\_\_ (Please initial)  
 Current Student     Not Current Student

Please check at least one:

Pick up (requires photo ID) Number of copies \_\_\_\_\_  
 Mail.....(indicate to whom below)

**Addresses for Mailed Transcripts:**

Please send (enter number) \_\_\_\_\_ unofficial transcript(s)  
 To the following address:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Please send (enter number) \_\_\_\_\_ unofficial transcript(s)  
 To the following address:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Special Instructions**

\_\_\_\_\_ Send Now

\_\_\_\_\_ \*Hold until my  
current semester grades  
are posted

\_\_\_\_\_ Hold until my  
degree is posted

STUDENT SIGNATURE (required) \_\_\_\_\_ DATE: \_\_\_\_\_

In accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974, your signature is required to authorize the release of your transcripts.

Return completed request in person, mail or fax to:

Office of Registration  
 Longwood University  
 201 High Street  
 Farmville, VA 23909  
 (434) 395-2580  
 FAX: (434)395-2252

**For Office Use Only**

Date Processed: \_\_\_\_\_

Initials: \_\_\_\_\_

\*Transcript (s) will be sent when official grades are posted