

final high school **transcript request form**

Freshman applicants: We encourage your high school counselors to use the Common Application electronic transcript process in order to send official transcripts to VCU. If official transcripts can't be submitted electronically, please complete the Applicant information section, sign this form and give it to your high school guidance counselor.

Schools: Sign the form, attach it to the applicant's final high school transcript and return it to:

**Virginia Commonwealth University
Office of Admissions
P.O. Box 842526
Richmond, VA 23284-2526**

Applicant information

Name _____
Last First Middle Other last

VCU ID number V _____ (can be found on the Certificate of Admission)

Date of birth _____ / _____ / _____

Intended semester of entry Fall 20 _____ Spring 20 _____

Applicant's signature Date

Counselor/school official signature Date

final college **transcript request form**

Applicants: Complete this form and give it to your college or university registrar's office.

Schools: Attach this form to one copy of the applicant's transcript and return it to:

**Virginia Commonwealth University
Office of Admissions
P.O. Box 842526
Richmond, VA 23284-2526**

Applicant information

Name _____
Last First Middle Other last

VCU ID number V _____

I am requesting final transcripts.

Intended semester of entry Fall 20 _____ Spring 20 _____

School information

College name _____

Location (city, state) _____ Enrollment dates: from _____ to _____

Applicant's signature Date