



TRANSCRIPT REQUEST FORM

(Students, for questions regarding the status of previously submitted requests or for assistance with this request, please contact Jeannie Perutelli at jperutelli@pvcc.edu or by phone at 434.961.6543. You may fax this request to 434.961.5251 or mail it to PVCC Transcripts, 501 College Drive, Charlottesville, VA 22902.)

PLEASE PRINT LEGIBLY

DATE: _____

Student ID Number (Required): _____

NAME: _____

TELEPHONE: _____

EMAIL: _____

STUDENT SIGNATURE: _____

I am requesting _____ Official Transcripts. (Please insert number)

Please check the appropriate line below:

_____ Send now

_____ Send after grades are posted for the current term.

_____ I will pick up

_____ I designate _____ to pick up
(Must provide official ID)

MAIL TRANSCRIPT(S) TO:

NAME: _____

ADDRESS: _____

UNOFFICIAL TRANSCRIPTS MAY BE VIEWED THROUGH OUR WEBSITE BY:

On home page, select **MyPVCC**, then select **VCCS SIS89: Student Information System**. Select **Academic Records**, then select **View Unofficial Transcript**.

OFFICIAL TRANSCRIPTS MAY ALSO BE REQUESTED ONLINE BY:

On home page, select **MyPVCC**, then select **VCCS SIS89: Student Information System**. Select **Request Official Transcript**.

*[To access MyPVCC, you will need your user name and password. However, if you do not have this information, you can find it by clicking on **New to your college?** (under password) and following the simple steps. This link will work whether you are a new, current, or past student.]*

The processing time for all transcript requests is 5 (five) business days.