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 434.961.5311 or mail it to PVCC Transcripts, 501 College Drive, Charlottesville, VA 22902.)

PLEASE PRINT LEGIBLY

DATE: _____________________  

STUDENT ID NUMBER or SSN (Required): __________________  

NAME: ___________________________________________________________  

TELEPHONE: ________________________  

STUDENT SIGNATURE: ________________________  

Please check this box if you are currently a dual-enrolled student  □  

Please complete the following information:  

I am requesting _____ official transcripts. (Please insert number)  

_____ Send now  

_____ Send after grades are posted for the ___________ term. (Insert proper term)  

_____ I will pick up  

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

MAIL TRANSCRIPT(S) TO:  

NAME: ___________________________________________  

ADDRESS: ___________________________________________  

__________________________________________________________  

__________________________________________________________  

__________________________________________________________  

__________________________________________________________  

__________________________________________________________  

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

UNOFFICIAL TRANSCRIPTS MAY BE VIEWED ONLINE:  
Go to www.pvcc.edu. On home page, select MyPVCC. enter username and password, then select VCCS SIS: Student Information System. Select Academic Records, then select View Unofficial Transcript.

OFFICIAL TRANSCRIPTS MAY ALSO BE REQUESTED ONLINE:  
Go to www.pvcc.edu. On home page, select MyPVCC. enter username and password, then select VCCS SIS: 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. If you are unable to locate your username and password, please complete this form.]

We do not charge a fee for transcripts. Requests to call when ready may not be honored due to the volume of requests received.