



**Transcript Request Form**

3000 W. MacArthur Blvd. | Floor Two  
 Santa Ana CA | 92704 | Phone: 714.966.8500

Official Transcripts may be obtained through written request by a VIU student or graduate whose account with Veritas International University are paid in full. A \$10 fee for each transcript must accompany each written request. All unofficial transcripts may be obtained by a student or graduate and mailed to the student at no charge. Allow 2-3 weeks for delivery.

Student's Name:		Middle Initial:	Last:	
Student ID:		Phone Number:		Social Security Number:
Address:		City:	State:	Zip:
Date of Last Course Attended:	Year Graduated:		Degree Earned:	

Fax Unofficial Transcript to: \_\_\_\_\_

Official Transcripts to be picked up ("Issued to the Student")

Mail Official Transcript

Number of Copies

/

Student Signature

Date

**Address to which transcript(s) should be sent:**

School/Location Name:		
Address:		
City:	State:	Zip Code:

Return completed form to the Office of the Registrar: **3000 W. MacArthur Blvd., Kwave Building, Floor Two, Santa Ana, CA, 92704** or by email to: [vacosta@ves.edu](mailto:vacosta@ves.edu). Questions about this policy and procedure may be directed to the Registrar's Office at (714) 966-8500 EXT. 3256.

For VIU use only:				
Registrar:	Date Sent:	/	/	
Payment Method:	<input type="checkbox"/> Credit Card Number:	/	/	/ Expiration Date: CVC:
<input type="checkbox"/> CASH (receipt # _____)		<input type="checkbox"/> CHECK (check # _____)		