



Veritas International University

Official Transcript Request Form

7600 Jefferson St NE | Suite 24

Albuquerque NM | 87109 | Phone: 505.407.4307

Official Transcripts may be obtained through written request by a VIU student or alumnus whose account with Veritas International University has been paid in full. Official Transcripts may also be requested directly through Populi. A \$10 fee for each transcript copy must accompany the request. Allow 2-3 weeks for delivery.

****Unofficial Transcripts** may be requested by a student or alumnus at no charge by contacting the Registrar.

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

Method of Delivery (please select one):

☐ Email Official Transcript to the following email address: _____

☐ Print-and-mail Official Transcript (to the postal address specified below)

☐ Pick up printed Official Transcript at VIU Office (number of copies; additional fees apply: _____)

Student Signature

Date

Address to which transcript should be sent:

School/Location Name:	Recipient Name (if applicable):		
Address:			
City:	State:	Zip Code:	

Payment Information (**leave blank to be billed directly through Populi):

Billing Address:	City:	State:	Zip:
Credit Card #:	Exp Date:	CVC:	
Name on Card:	Check # (**if mailing a check):		

Please send this completed request form to the VIU Registrar by email (registrar@ves.edu) or by mail:

7600 Jefferson St. NE, Suite 24, Albuquerque, NM 87109

Questions about Official Transcript requests may be directed to the Registrar's Office at (505) 407-4307 .