



Transcript Request Form

Office of the Registrar

3rd Floor, Prothro Hall
PO Box 1059
Phone: (434) 381-6179 | Fax: (434) 381-6484
Email: registrar@sbc.edu

Please direct questions regarding *Junior Year Abroad Transcripts* to the appropriate Junior Year Abroad Office, JYF: (434) 381-6109 JYS: (434) 381-6295.

To request a *paper* copy of your Sweet Briar College transcript, completely fill out this form and deliver, mail, email or fax it to the Office of the Registrar. All requests, whether made in person, by mail, email or fax, must be in writing and signed by the student. Sweet Briar College does not accept telephone or third party requests for transcripts. Requests for transcripts are processed in the order they are received, generally within one business day, and are delivered via first class mail. There is no charge for transcripts; however, expedited processing and delivery are available for a \$30 fee (see below). Sweet Briar College does not fax transcripts. Please direct questions regarding transcripts to (434) 381-6179 between 8:30 a.m. and 5:00 p.m. Eastern Standard Time, Monday through Friday or consult our website at <http://registrar.sbc.edu>.

ELECTRONIC TRANSCRIPTS: Please see our website, <http://registrar.sbc.edu> for information on having a transcript emailed.

Address: Office of the Registrar
Sweet Briar College
P.O. Box 1059
Sweet Briar, VA 24595

Fax number: (434) 381-6484

_____ Date

_____ Student's Name

_____ Social Security or Student Identification Number

_____ Maiden Name (if applicable)

_____ Daytime Phone Number

Are you currently enrolled? ___ Yes ___ No If "No," when did you graduate from or last attend Sweet Briar? _____

Hold for current term's grades? ___ Yes ___ No, send immediately

Are you planning to transfer? ___ Yes ___ No

Mail transcript to: _____

(You may attach addresses on another piece of paper. Include the number of copies for each address. Please add your name to attachments.)

Number of transcripts to this address: _____

_____ Student's Signature

Note: Your transcript request cannot be processed without your signature.

EXPEDITED TRANSCRIPT PROCESSING AND DELIVERY

Transcript requests are generally processed within one business day and mailed via regular mail.

Additional services of expedited transcripts, being sent via UPS next-day service, require a credit card payment of \$30. Requests for expedited transcript service received before Noon EST on a normal business day will be processed the same day. Requests received after that time may be delayed until the next business day. Expedited transcripts are sent via UPS next-day service and cannot be delivered to a post office box. If an expedited transcript is required, please go to <http://www.sbc.edu/business-office/business-office> and click on "Make a Tuition or Fee Payment On-line." Complete the information required and choose the Payment Type of "Registrar – Next Day Air." Be sure to put \$30 in the Amount field. Please supply a valid email address to receive an email confirmation of this transaction.

_____ PLEASE CHECK HERE IF YOU ARE *REQUESTING A TRANSCRIPT BE SENT NEXT DAY AIR & HAVE PAID THE \$30 NEXT DAY AIR FEE.*