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

To request a 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 sbc.edu/registrar/.

Note: all financial obligations (holds) to the college must be cleared before transcripts will be provided.

__________________________________________________  ___________________________________________
Last Name      First Name             Middle/Maiden Name  Social Security or Student Identification Number

Daytime Telephone Number  Email Address

Attended: ___ Sweet Briar College       ___ Junior Year in France (Paris/Nice)       ___ Junior Year in Spain

Dates Attended: __________________________________ or Degree[s] Earned: _______________  Year: ____________

Check one:  ___ Send now       ___ Hold for current term’s grades       ___ Hold for degree

Send ___ copy/copies to the place and address below:

___________________________________________  _____________________________________________
___________________________________________  _____________________________________________
___________________________________________  _____________________________________________
___________________________________________  _____________________________________________

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

Student’s Signature       Date

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://sbc.edu/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.