



OFFICE OF THE University Registrar

Transcript Request Form

Please print legibly.

Name at time of enrollment: Last First Middle Suffix

Current name (if different from above): Last First Middle Suffix

Date of birth (required):

Last year of enrollment: Vanderbilt school:

Current address:

Phone: Email:

Signature: Date:

Signature cannot be typed and must be hand-written.
By federal law, your legal signature is required to authorize the release of your transcript.
Handwriting-style fonts will not meet this requirement.

Deliver to (one recipient per form, please):

Destination type: Self Agency Regulatory Board Human Resources
College/University Scholastic Agency

Delivery method:

Secure Electronic Delivery*: Name/Agency
(1 copy only) Email Address

Postal Mail (# of copies) Name/Agency

Address 1:

Address 2:

City/State/Zip:

Pick Up: 110 21st Avenue South, Suite 110 (# of copies)

Submit completed form to the Office of the University Registrar, 110 21st Avenue South, Suite 110.
Mail: PMB 407701, Nashville, TN 37240 Fax: 615-343-5035 Email: transcripts@vanderbilt.edu

Questions? Please call 615-322-1800.

*Secure electronic delivery is an official Vanderbilt University transcript delivered electronically over a secure network to the email address you designate as the recipient.
*Secure electronic delivery is available to students who entered Vanderbilt in 1979 or later.