



**VANDERBILT UNIVERSITY**  
Office of the **UNIVERSITY REGISTRAR**

**Releasing diploma or transcript for pick up by non-student**

\_\_\_\_\_  
Last Name                                      First Name                                      Middle Name                                      Suffix

Maiden Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Name at enrollment if different from above: \_\_\_\_\_

Last year of enrollment: \_\_\_\_\_ Vanderbilt School: \_\_\_\_\_

I wish to release my transcript(s) \_\_\_\_\_ or diploma(s) \_\_\_\_\_  
List number of copies                                      List degree(s)

**To the individual named below:**

**I understand that this individual must present identification such as a driver's license or passport when he/she arrives to pick up the diploma or transcript.**

Name of Individual: \_\_\_\_\_

Student's Phone: \_\_\_\_\_ Student's Email: \_\_\_\_\_

Student's Current Address: \_\_\_\_\_

\_\_\_\_\_



**Student's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_  
(Signature cannot be typed)

**We are required by federal law to obtain your legal signature to authorize the release of your transcript or diploma.** All transcripts are packaged in separate, sealed envelopes with the Registrar's signature. Diplomas or transcripts will not be issued to students with financial holds.

**I have picked up the aforementioned diploma or transcript:**

**Individual's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_  
(Signature cannot be typed)

**To expedite, please fax to: 615-343-5035**

Or send by mail to:

Vanderbilt University  
Office of the University Registrar  
PMB 407701  
110 21st Avenue South, Suite 110  
Nashville TN 37240-7701

Questions, please call: 615-322-7701