

Document Request Form



WASHINGTON UNIVERSITY of VIRGINIA

Student ID _____

Program _____

Contact Number _____

Last Name _____

First Name _____

Regular Request
 Phone Request
 Urgent (\$5 each)

ITEM	Q'ty	Cost	Remarks
<input type="checkbox"/> Unofficial Transcript		\$5	Degree Program:
<input type="checkbox"/> Official Transcript		\$10	Degree Program:
<input type="checkbox"/> Enrollment Certificate		\$5	Degree Program: * This document can be used as enrollment verification
<input type="checkbox"/> Graduation Certificate		\$5	Degree Program:
<input type="checkbox"/> Letter of Support		\$10	Details:
<input type="checkbox"/> Letter of Support		\$20	For the government (USCIS)
<input type="checkbox"/> Tuition Receipt			<input type="checkbox"/> Previous Tax Year: Free <input type="checkbox"/> Replacement: \$5 <input type="checkbox"/> All Academic Year: \$5 * This document doesn't support for Tax Return
<input type="checkbox"/> Support Document		\$5	
Mail Service: <input type="checkbox"/> Domestic Regular \$5 each <input type="checkbox"/> Priority \$20 <input type="checkbox"/> Express \$50 <input type="checkbox"/> Overseas \$100			
TOTAL		\$	

Any documents may take 3-4 business days. Urgent request may take 6 hours.

Pick Up

Mailing Address

Street _____

City _____

State _____

Zip _____

Signature _____

Date _____

<OFFICE USE ONLY>

Received by: _____ Date: _____

Pick Up
 Mail
 Other

Completed by: _____ Date: _____