

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 For the government (USCIS)		\$20	Details:
<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	
<input type="checkbox"/> Diploma Reprint		\$150	
Mail Service: <input type="checkbox"/> Domestic Regular \$5 each <input type="checkbox"/> Priority \$20 <input type="checkbox"/> Express \$50 <input type="checkbox"/> Overseas \$100 (The Cost of Official Transcript is included Domestic Regular mail fee)			
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

Please submit the completed form to the registrar office of WUV via email: registrar@wuv.edu

<OFFICE USE ONLY>

☐ Pick Up ☐ Mail ☐ Other

Received by: _____ Date: _____

Completed by: _____ Date: _____