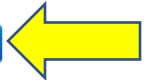


1. Fill out the personal information at the top of the form.
2. Click "Add Delivery Address"

Documents Will Be Delivered To: please enter the delivery addresses

Add Delivery Address



Name	Attention	Addr 1	Addr 2	City	State	Zip	Country	# of Copies
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3. Choose Educational Institution and start typing the name in to search. Click on the correct school and click "save and close".

Add An Address X

★ Address Type: Educational Institution

★ Agency, College, Employer, or Student Name: Virginia Polytechnic Institute and Sta ✔

Attention: Admissions

★ Address Line 1: 925 Prices Fork Road

Address Line 2:

★ City: Blacksburg

★ State: (region) Virginia

★ Zip Code: (postal code) 24061-0131

★ Country: United States

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Add Additional Address
Save And Close

4. Click College and FINAL transcript. Initial, Sign, and Click "Prepare for Checkout" to complete the request

Reason(s) for Request of Student Record:

Employment

College

Identification

Birth Certificate

Immigration

Other

Select The Information Type(s) Requested:

Official High School Transcript (\$0.00 ea. + \$0.00 copy)

Unofficial High School Transcript (\$0.00 ea. + \$0.00 copy)

FINAL Transcript (\$0.00 ea. + \$0.00 copy)

Full Record Copy for Disability (\$0.00 ea. + \$0.00 copy)

Immunization Records (\$0.00 ea. + \$0.00 copy)

Copy of Birth Certificate (\$0.00 ea. + \$0.00 copy)

Request for Mid-Term Grades (\$0.00 ea. + \$0.00 copy)

Cost of Records Request Processing	
Original Copies	
Number of Addresses	X 1
<hr/>	
Total Cost of Original Docs	\$0.00
<hr/>	
Total Fee:	\$0.00