

**ROBERTSON SCHOOL OF GOVERNMENT
Transcript Request Form**

APPLICANT: Please provide the information requested below. Send this form with appropriate fee to your college or university's registrar immediately so that a transcript will be returned DIRECTLY to the Office of Central Enrollment Management before the deadline date. Print the form as often as you need for the number of colleges/universities you attended.

Applicant's Full Name:

Last, First, Middle _____

Maiden Name (If used during attendance) _____

Dates of Enrollment _____

Degree and Year _____

Field of Study _____

University _____

Applicant's Cumulative Grade Point Average: _____

I hereby authorize the release of my academic record and related material to Regent University

Signature _____

Date _____

Social Security Number _____

REGISTRAR: The person named above is applying for graduate studies at Regent University. The applicant cannot be considered without a complete academic record submitted by the registrar of your institution. This academic record should bear the institutional seal and registrar's signature and include dates of enrollment, a year-by-year listing of courses pursued with the mark obtained in each course and **the applicant's grade point average**. Verification of date of conferral and title of degree must be included on transcripts, or on statements signed by an authorized representative of the institution granting the degree. If the educational system measures performance by comprehensive examinations at yearly or other intervals, we require records of all such examinations with ratings or class achieved. If determined, give applicant's rank in his/her class. Please include English translation of foreign documents.

Please enclose this form with the official transcript. Thank you.

Mail to:

**Regent University
Central Enrollment Management
1000 Regent University Drive,
Virginia Beach, VA 23464-9800**