

**ATTN: P.O.P.E**

SCHEV  
P.O.P.E Section  
James Monroe Building, 9<sup>th</sup> Floor  
101 North Fourteenth Street  
Richmond, Virginia 23219



State Council of  
Higher Education for Virginia

Phone: (804) 225-2600  
Fax: (804)225-2604  
Web: www.schev.edu

## REQUEST FOR TRANSCRIPT SEARCH

**Name:** \_\_\_\_\_ **Daytime Phone:** (\_\_\_\_) \_\_\_\_\_

**Name under which enrolled** (if different from above): \_\_\_\_\_

**Birth Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_ **Social Security #:** \_\_\_\_-\_\_\_\_-\_\_\_\_

**School Attended:** \_\_\_\_\_ **Location:** \_\_\_\_\_

**Program of Study/Degree earned (if applicable):** \_\_\_\_\_

**Dates of attendance or graduation:** \_\_\_\_\_

**Address where you want our response sent**

**Street:** \_\_\_\_\_

**Apt/Floor:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_

**Zip code:** \_\_\_\_\_

A \$10.00 non-refundable money order or cashier's check made payable to "Treasurer of Virginia" must accompany this request. Personal checks are not accepted.

Return this form and the fee to: SCHEV  
Attn: P.O.P.E  
James Monroe Building, 9<sup>th</sup> Floor  
101 North Fourteenth Street  
Richmond, Virginia 23219

If you have questions, please call us at (804) 225-3862.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### PLEASE BE ADVISED:

- Even though you attended the school named above, we may not have a copy of your record. Should this be the case, we will notify you accordingly.
- The State Council of Higher Education for Virginia does not act in the capacity of registrar. Consequently, we provide copies of the records we have in storage, not official transcripts.

**Third parties requesting a transcript on behalf of a student must attach a signed release from the student permitting access to its records.**