How to Order an Official Transcript

Jump to:
- [Order an Official Transcript](#)
- [Look Up Your UVA Login Information](#)

Go to the University of Virginia Registrar's [Transcript Information page](#).

It's typically easier for students to order transcripts online through the National Student Clearinghouse, but this requires you to have your UVA NetBadge login information.

Order an Official Transcript

If you **have a current [virginia.edu](#) email (NetBadge) login,** you can proceed to the National Student Clearinghouse link on the Transcript Information page, log in, and make your request.

UNIVERSITY of VIRGINIA

Home

Logoff

Welcome. This service is offered by the National Student Clearinghouse in cooperation with **UNIVERSITY OF VIRGINIA**.
IMPORTANT: Do NOT use the browser forward/back buttons. LOG OFF when you are done to protect the privacy of your records.

Please select from the following options:

- Obtain an enrollment certificate to print and mail to a health insurer or other company that requests proof of my enrollment.

  ● Current enrollment   ○ All enrollment   ○ Advanced Registration

- View the enrollment information on file with the Clearinghouse.

- View the student loan deferment notifications that the Clearinghouse has provided to my loan holders (lenders and guarantors).

- View the proof(s) of enrollment that the Clearinghouse has provided to my health insurers and other providers of student services or products.

- View specific information about my student loans. LoanLocator

- Order or track a transcript

To ensure the security and confidentiality of sensitive information being transmitted over the Internet, the Clearinghouse protects its customers by using Secure Socket Layer (SSL) technology provided by the VeriSign Secure Site Program. SSL encrypts/unencrypts the data before the Server/Client sends or receives transmissions.

Norton SECURED
powered by Symantec

NATIONAL STUDENT CLEARINGHOUSE

Welcome Center

UNIVERSITY of VIRGINIA

Help   Logoff

Welcome to Transcript Ordering!

Do you have a document to include with your official transcript? Using this transcript ordering system, you may attach **one** document to be delivered with your official transcript. The Office of the University Registrar (UREG) will review the document and determine if it is appropriate to be sent by the University on behalf of the student. If UREG does not validate the document it will not be sent with the transcript order. Some examples of a valid document are:

- Admission Application forms (such as Law, Nursing, Medical, Graduate School)
- Scholarship Application forms

Order status updates will be emailed to you along with text messages if you desire. You may also track your transcript order online.

Transcripts can be ordered online using any major credit card (if a cost is involved). Your credit card will be charged when your school sends your transcript(s). Order updates will be emailed to you along with text messages if you desire. You may also track your transcript order online.

The following may be required to order a transcript online:

✔ An email account

✔ Your signed consent

Start

Questions? Check Transcript Ordering Help.

Track Your Order

Your Transcript Order #:

[   ] Help

Your Email Address:

[   ] ▶

Enter the transcript order number sent to you in your order confirmation email and the email address you used to place the order.

NATIONAL STUDENT CLEARINGHOUSE

Continue through the ordering process.

Look Up Your UVA Login Information

If you do not have a, or do not know your, current UVA (NetBadge) login, you must complete a request for Electronic Access to your UVA Academic Record through the University of Virginia Registrar. **You must complete all steps, exactly as directed, or your request will not be processed.**

Before Requesting Your Transcript

Verify grades/degree status	View unofficial transcript

Transcripts requested prior to the official date of graduation **will not** include your degree. Please wait until after your degree has been posted to SIS to order your transcript if you want to have your degree conferral information noted.

Transcript requests cannot be held for pending grades and/or degree conferral information. Login to the SIS Portal with your NetBadge access to:

- View your current grades
- Confirm grade changes
- Confirm your degree conferral status

For more information, please call (434) 924-4122.

Requesting Your Transcript

We are <u>unable</u> to accept transcript requests by telephone, fax, or e-mail. **You may request your official transcript in three different ways: online, by mail, or in person** in the form of:

- electronic transcripts ⓘ
- LSAC electronic transcripts ⓘ
- paper transcripts ⓘ

1. Online via National Student Clearinghouse

- Current and Former students **with** NetBadge access

  Request your transcripts through the **National Student Clearinghouse**. (You will be prompted to enter your NetBadge credentials.)

- Don't remember or know your NetBadge login information?

  Click here for instructions to request access.

  1. Complete the online **Request for Electronic Access to your UVa Academic Record** form.
  2. Provide your signature via the **Signature Page**, then fax to 434-924-4156 or scan and email to ureg@virginia.edu.

  Your request will be processed within two business days. You will be notified by email when your NetBadge account has been activated and is available for your use. This information will be sent to the email address you provide on the Request for Electronic Access Form.

  Please remember to keep your login and password in a safe place.

2. By Mail	3. In Person
	(Be prepared to show a valid photo ID!)
Complete and sign the Transcript Request form **Or** a written signed request (by the student).	Come to **UREG** (Office of the University Registrar) in Carruthers Hall during regular business hours, Monday - Friday, 8:00 to 5:00, except Wednesdays, 9:00 to 5:00. We are located at:
Mail the request to:	
Mailing Address	
UREG (Office of the University Registrar)	Carruthers Hall, South Entrance

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Complete the online Request for Access form.

UNIVERSITY of VIRGINIA

STUDENT INFORMATION SYSTEM / UNIVERSITY of VIRGINIA

Home

Please Note: You must have taken at least one course at the University since 1985

1. Complete the web form below.

2. Provide your signature via the Signature Page.

   http://www.virginia.edu/registrar/documents/signature_page.pdf

3. Your account will be processed within two business days.

You will be notified by email when your NetBadge account has been activated and is available for your use. This information will be sent to the email address you provide on the form below.

Please remember to keep your Login and Password in a safe place

Request for Electronic Access to your Academic Record
Information will not be saved and is for verification only

Required fields

Name while a student at the University

Last Name	First Name	Birth Date(mm/dd/yyyy)

Current Address

City | State | Zip | Country
USA

Current Phone Number

Last Year of Attendance

☐ Graduated (If NO, leave box unchecked)

Current Email Address | **Verify Current Email Address**

Additional Information (answer at least 2 from items A - D)

Provide your signature via the Signature Page, which must be either **faxed to 434-924-4156**, or **scanned and emailed to ureg@virginia.edu**.

UNIVERSITY *of* VIRGINIA
UNIVERSITY REGISTRAR

University of Virginia

Request for Electronic Access to Academic Record Information

I _____ have completed the online
(Please Print)   Last Name   First Name   Middle Initial   Date of Birth

form to request access to my academic record information in the University of Virginia Student Information System (SIS).

My written signature on this form further acknowledges this request and authorizes login information and instructions to be sent to me via e-mail.

_____   _____
                    Signature   Date

To help ensure this signature page is matched up with your online request form, please provide your name while in attendance at the University of Virginia **if different from above.**

_____
        Last Name   First Name   Middle Name

Contact information: **Email**_____ **Phone**(_____)_____

Once this form has been physically signed and completed please:

Fax to: 434-924-4156
        Or

Scan and email to: ureg@virginia.edu
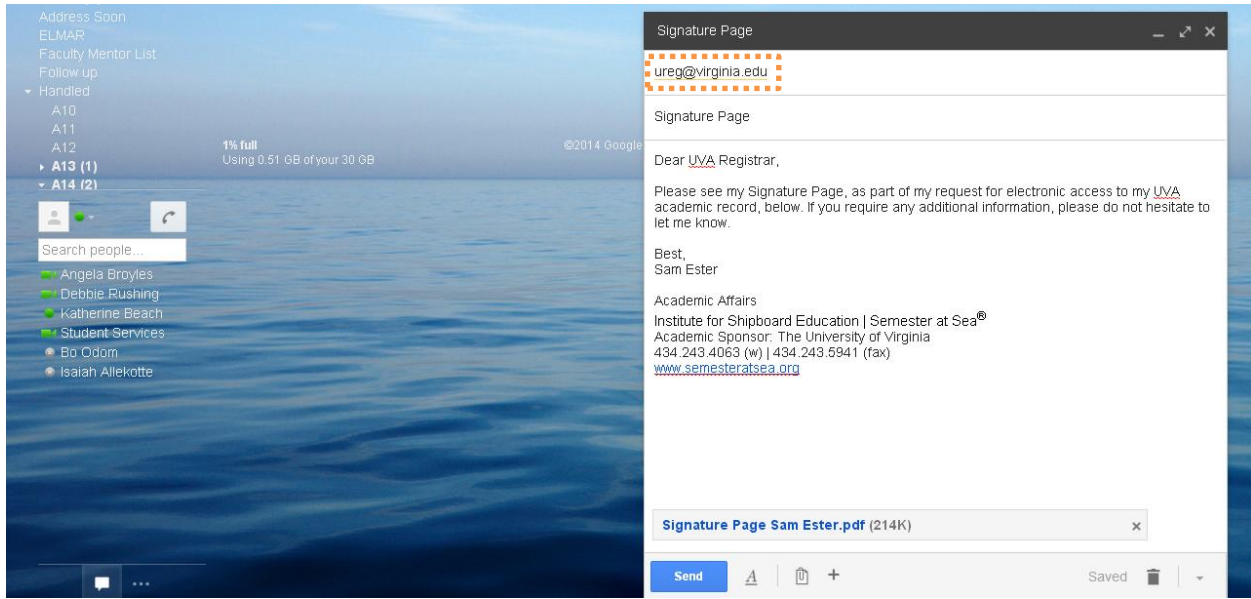
Your account will be processed within two business days. If it is not, contact the UVA Registrar at ureg@virginia.edu or at 434-924-4122.

You will be notified by email when your NetBadge account has been activated and is available for your use. This information will be sent to the email address you provide on the Web Form. You will then be able to log into the National Student Clearinghouse and [order your transcript](#).