How to Order an Official Transcript

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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.
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.
Complete the online Request for Access form.

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 theSignature Page.

   (Be prepared to show a valid photo ID)

3. Your request will be processed within ten 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.

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
- Middle Textboxes are not required
- Current Address
- City
- State
- Zip
- Country (Do not leave blank)
- Current Phone Number
- Last Year of Attendance
- Graduated: (If not, leave box unchecked)
- Current Email Address
- Verify Current Email Address
- Additional Information (answer at least 2 from forms A - D)

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

**Before Requesting Your Transcript**

Complete the online Request for Access form. You may request your official transcript in three different ways: online, by mail, or in person.

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.
   - 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.

2. **By Mail**
   - Complete and sign the Transcript Request Form or a written request (by the student).
   - Mail the request to:
     - Mailing Address
     - URM Office of the University Registrar

3. **In Person**
   - Come to URM Office of the University Registrar in Campanile Hall during regular business hours, Monday - Friday, 8:00 to 5:00, except Wednesdays, 9:00 to 5:00. We are located:
     - Campanile Hall, South Entrance

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 conferred information noted.

Transcripts cannot be held for pending grades or degree conferral information. Login to the SIS Petal 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.
Provide your signature via the Signature Page, which must be either faxed to 434-924-4156, or scanned and emailed 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.