Richard Bland College

OF THE COLLEGE OF WILLIAM AND MARY
11301 Johnson Road · Petersburg, VA 23805
(804) 862-6206
FAX (804) 862-6189

Allow 3-5 days for processing.
Transcripts are not issued if student has an outstanding debt to the college.

Please *PRINT* your Name and Address below:
The address below is Permanent Temporary

Student Name _____

Street _____

(Optional) _____

City/State/Zip _____

STUDENT INFORMATION

_____/_____/_____
Social Security Number

Date of Birth: _____

_____
Last Date Attended R. B. C.

_____
If applicable, list your other names

Day Telephone_____

Cell (Optional)_____

Transcripts issued to students are not "Official" and are marked "Unofficial Transcript".

How many transcripts to be sent?

_____ Official Transcript
(Mail to address indicated)

_____ Personal Transcript
(Mail to student)

FOLD HERE

TO THE REGISTRAR:

I authorize the release of my transcript to the address indicated below:

_____ _____
Signature of Student Date

Check ONLY ONE Space Below
Complete a separate form for each request.

_____ Send now

_____ Send after Fall semester grades are posted

_____ Send after Spring semester grades are posted

_____ Send after _____ grades are posted.
(Indicate Summer term)

_____ Send after my degree is posted. (Check one below)

___ I will graduate after the Spring Semester
___ I will graduate after the Fall Semester
___ I will graduate after the Summer Term below:

_____

Send transcript to address below:
(PRINT CLEARLY)

Name/Office _____

School/Business_____

Street/Box _____

City/State/Zip _____

OFFICE USE

STUDENT STATUS: _____

DATE TRANSCRIPT SENT:
_____