



Unofficial Transcript Request

Admissions, Registration and Records
PO Box 4070, Kalamazoo, MI 49003-4070
f: 269.488.4161 p: 269.488.4281
transcriptrequest@kvcc.edu

This is an unofficial, free version of your transcript that is printed on plain white paper without the college's name. It is intended for your personal use only. If you need an official transcript you must submit an Official Transcript Request form and pay the transcript fee. Official transcripts are often required by other colleges for transfer credit evaluation or by potential employers to verify degree completion.

Student Information:

_____		_____		_____		V		_____	
Print: Last name	First name	M. I.	Valley number (if known)	Birthdate					
_____						_____			
Street address						E-mail address			
_____		_____		_____		_____		_____	
City	State	Zip code	Telephone	Previous name					

I took a non-credit academy or class with continuing education units (CEU). Include my CEU and transfer credit detail.

Authorization:

I authorize Kalamazoo Valley Community College to release my unofficial transcript.

Signature: _____ Date: _____
(typed names not accepted)

Delivery Method:

- I will pick up my transcript (bring photo identification with you)
- E-mail my transcript to: _____
- I authorize the following person to pick up my transcript (they will be required to present Photo ID)

Name: _____

Fax my transcript to: (_____) _____

Attention: _____

Mail my transcript to my address listed above

Mail my transcript to the following address:

To: _____

Address: _____

City State Zip code

Admissions, Registration and Records Office Use Only

Hold on record, date notified: _____

Processed: _____
Initials Date

Comments: _____