

AREA OF RESPONSIBILITY:	DIVISION OF THE REGISTRAR
RESPONSIBLE CONTACT:	UNIVERSITY REGISTRAR
POLICY IDENTIFICATION:	UNIVERSITY TRANSCRIPTS
EFFECTIVE DATE:	1/08/06
REVIEWED:	06/26/24
LAST REVISED:	06/2024

It is the policy of the University that current and former students may obtain transcripts of their academic record if the student has no outstanding financial balances with Virginia Union University. Transcripts will be processed in 5 - 7 business days upon receipt of the request.

To obtain a transcript, a formal request must be presented to the Office of the Registrar through Parchment at <https://www.vuu.edu/academics-at-union/parchment-requests>. The cost of each transcript, either official or unofficial, is \$10.00, and is paid at the time of the request through Parchment.

The Office of the Registrar is required to obtain approval that the student/alumnus is in good financial standing with the University prior to release of the transcript. Transcripts may be sent to the student or outside parties, as determined by the request of the student.