

RELEASE OF TRANSCRIPTS

A transcript is a copy of the student's permanent academic record and is released only upon written request from student or graduate. Each transcript request will cost \$5.00 per copy and will be processed within 5 business days after payment.

You may pay by check or with credit card. Please include **Code: CM105-RD1008-CC72551008-RC5067** with your payment.

If you are paying by check – Go to Sentara RMH, park in parking lot A. Go in main entrance and cashier is to the left.

If paying by credit card – you may call the cashier and make payment. 1-800-543-2201 or 540-689-1525.

Transcripts are available to current students upon request at no charge.

Each graduate will receive one official transcript, one unofficial transcript upon graduation. There is no fee for sending transcripts to other Sentara facilities.

Please fill out official transcript request on the following page.



Request for Transcript of Academic Record
2010 Health Campus Drive, Harrisonburg, VA 22801
(540) 564-7236 FAX: 540-564-7233

Please complete the application, sign, and return to the above address.
Requests may also be faxed. There is a \$5.00 charge for transcripts.

Mail transcript to:

_____ School/Business
_____ Office or Person
_____ Complete Mailing Address

Student Information:

_____ Date of Request
_____ Last 4 digits of Social Security No.
_____ **AND** Date of Birth
_____ Last Name
_____ First Name
_____ Street/P.O. Box
_____ City
_____ State
_____ Zip
_____ Name at time of enrollment (if
different from above)

Give Dates of Attendance in School of Radiologic Technology

From: _____ To _____

Date Transcripts should be sent: _____

Transcripts will be sent within 5 business days after receiving payment.

Student Signature (required)