



**Instructions:**

Order one mailed transcript per recipient through the National Student Clearinghouse. Attach your completed and signed notarization request form to your transcript order as an attachment. Your Official transcript and notarized copy will be mailed to the address identified on your transcript order.

Student Information	
<b>Today's Date</b>	<b>Number of Notarized copies needed</b>
<b>Student's ID Number</b>	
<b>Student's Name</b>	
<b>VT Email</b>	
<b>Other Email</b>	
<b>Mailing Address</b>	
<b>Phone #</b>	
<b>Handwritten Signature</b>	

Student signature must be handwritten and are required before the notarization process can be completed.

If you have any questions or concerns, email [transcript@vt.edu](mailto:transcript@vt.edu).