

**MISSISSIPPI VALLEY STATE UNIVERSITY**  
**OFFICE OF STUDENT RECORDS/UNIVERSITY REGISTRAR**

**MVSU 7264, 14000 Hwy. 82 West**

**Itta Bena, MS 38941-1400**

**REQUEST FOR ACADEMIC TRANSCRIPT**

Phone: 662-254-3321

Fax: 662-254-3325

Name \_\_\_\_\_ Date \_\_\_\_\_

**Full Name While Attending MVSU**

\_\_\_\_\_  
ID# (if applicable) or Social Security # **(Required)**

\_\_\_\_\_  
Dates Attended **(Required)**

\_\_\_\_\_  
Mailing Address (Street or P.O. Box #)

\_\_\_\_\_  
City/State

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Date of Birth

Mail Transcript To: \_\_\_\_\_

Special Request: \_\_\_\_\_

\_\_\_\_\_ Send Transcript Now    \_\_\_\_\_ Send Transcript at End of Term after Final Grades are Posted

Signature **(Required)** \_\_\_\_\_

1. A separate request must be made for each transcript sent to a different address.
2. Transcript cost is \$10.00 per copy.
3. A cashier's check or money-order made payable to MVSU must be received before the request is processed. Each student is allowed one complimentary copy.
4. A picture ID is required to pick up a transcript.

**Request Options:**

1. **Banner Self-Service** (Current students enrolled with MVSU ID#)  
Go to: [www.mvsu.edu](http://www.mvsu.edu).
2. **Online Transcript Ordering** (If you are not a current student)  
Go to: <http://transcriptsplus.net/order> (A service fee of \$3.00 will apply).
3. **Mail-In** (Send Transcript Request Form to Mississippi Valley State University,  
Office of Student Records/University Registrar, 14000 Hwy. 82 West, MVSU 7264, Itta Bena, MS 38941-1400)

**FOR OFFICE USE ONLY**

Complimentary Copy \_\_\_\_\_ Amount Paid \_\_\_\_\_ Date Mailed \_\_\_\_\_ By \_\_\_\_\_

CONFIRMATION RECEIPT NUMBER