

***Instructions for Requesting Transcripts - Health Professions only!***

All applicants to Health Profession programs must submit official transcripts from high school and all colleges attended prior to their program application deadline. You should make sure your VWCC college application is active prior to having transcripts sent. Please **do not** request transcripts from VWCC or any other community college in Virginia. Applicants should make their request(s) as soon as possible to the school/college and instruct them to send your *official* transcript to you. In the event they will not issue directly to you, please ask them to send to the attention of Pam Woody or Health Professions at our school mailing address to ensure proper delivery. If your deadline is soon we would suggest (to save time) they be mailed directly to Health Professions as we will accept, **if** they are postmarked by the deadline. **Remember:** *Official* transcripts are still in the **original sealed envelope** from the institution that issues it (do not open them). The bottom of this page can be used as a guideline for what information you may need to provide to request your transcript. A school may accept a faxed **request** from a student, but a faxed transcript to VWCC will **not** be accepted as “official”. Note: Application deadlines are during the winter, when many areas experience inclement weather which causes school closures, so **make your request early so schools may get your transcript out timely.**

College(s): If you have attended any college(s) or university, request your *official* transcript(s) from the Records Office at each institution be sent to your mailing address (or directly to VWCC School of Health Professions). You are responsible for any fees and submitting all transcripts. Note: We do not require transcripts from any community college in Virginia.

High School: Contact the last high school you attended to inquire about their transcript request policy and ask if there is a fee charged (your responsibility). You will probably have to submit your request in writing (schools may accept faxed requests). You may request the transcript be sent to your mailing address to submit with other application material (do not open the official sealed envelope). If they have a policy to not issue transcripts to the student, you may instruct them to send directly to VWCC School of Health Professions. Student is responsible for meeting deadline.

**Transcript Request Information Form for Health Professions**

Please send my official transcript to my current mailing address below. I am applying to a restricted health profession program at VWCC, which requires me to submit all official transcripts with my application to the program. IF you must mail directly to the receiving college, send to: Pam Woody - VWCC, 3091 Colonial Ave., Roanoke, VA 24015. Or if the Institution participates in Parchment (an electronic portal), please direct the transcripts to VirginiaWestern Community College-Health Professions. For National Clearinghouse or Scribbles etc., please direct the official transcripts to [pwoody@virginiawestern.edu](mailto:pwoody@virginiawestern.edu). Questions, call (540) 857-6644.

Name: \_\_\_\_\_  
(Please Print)      First                      Middle                      Last                                      (Former Name)

Social Security Number: \_\_\_\_\_      Date of Birth: \_\_\_\_\_

Current Address: \_\_\_\_\_      Home Phone: \_\_\_\_\_

\_\_\_\_\_      Cell Phone: \_\_\_\_\_

Name of School Attended: \_\_\_\_\_

Dates of Attendance: \_\_\_\_\_      Did you graduate: Yes \_\_\_\_\_ No \_\_\_\_\_

Signature: \_\_\_\_\_      Date: \_\_\_\_\_