



Tysons Corner Campus,
8117 Leesburg Pike, Suite 201
Vienna, Virginia. 22182
Tel: (571) 633-9651
Fax: (703) 229-8265
www.uona.us

Transcript Request Form

Name: _____
First Name Last Name Middle Initial

Student I.D. _____

Address: _____

City/State/Zip: _____

Number of copies Requested: ____ Current E-mail:

Please check method of distribution:

Mail Pick-up


If transcript is to be mailed, please complete below:

Name: _____
First Name Last Name Middle Initial

Street: _____

City/State/Zip: _____

Each transcript costs \$5.00. Please indicate Method of Payment

Cash Credit Card: Money Order: 

(Make checks payable to University of North America)

Proof of Payment: _____
(Signature, Bursar Official)

Student Signature: _____

Please note the following:

- Upon receipt of request, transcripts will be issued and mailed within 3 business days, unless otherwise requested.
- Transcripts will only be issued once payment is received. Transcripts will not be issued if you have an outstanding financial obligation with the Business Office.
- UoNA does not issue or reissue your high school or other college transcripts. You must contact your high school or other college directly for this information.
- Credits earned at UoNA are accepted by other colleges or universities for transfer at the sole discretion of the accepting college or university.