



**VANGUARD
UNIVERSITY**

REQUEST TO REACTIVATE STUDENT RECORD

Please complete this form to request former student academic information.

Student's Name: _____
(First) (Middle) (Last) (Please include all former or maiden names)

Social Security # _____ - _____ - _____ Student ID# _____

E-MAIL ADDRESS: _____ TELEPHONE: _____

ADDRESS: _____ CITY, ST, ZIP: _____

Please circle the appropriate answer or fill in the blank for the following:

Major: _____ Last year you attended: _____

Have you ever applied to graduate? YES / NO Did you participate in the commencement ceremony? YES / NO

Last VU program you attended: SPS / Traditional Undergrad / Grad Program: _____ *(Please specify)*

Upon completion of review if you expect to take courses off campus, you will need to provide us with specific information listed on our Request to Transfer Off-Campus Units form which can be found at <http://registrar.vanguard.edu/registrar-forms/>. Please complete this form and attach a catalog course description for each course listed.

*If it has been more than one academic year since you last attended Vanguard University, a non-refundable fee of \$50 is due and payable upon your request to re-open and investigate your academic history. Your student file will remain open for one calendar year. We accept checks (payable to Vanguard University), cash, MasterCard, Visa or Discover credit cards. **If paying by credit card, please complete ALL of the following in the box below:**

NAME: _____
(as it appears on your credit card)

ADDRESS: _____ CITY, ST, ZIP: _____
(billing address)

CREDIT CARD NUMBER: _____ EXPIRATION DATE: _____

SECURITY CODE: _____ *(The 3-digit code found on the back of your credit card at the end of the signature box).*

Signature of student _____ **Date** ____/____/____

Send **completed form** to: Vanguard University
Office of the Registrar Fax: 714-668-6126
55 Fair Drive
Costa, Mesa, CA 92626 Email: records@vanguard.edu

For Office Use Only

Date Received: _____ Degree: _____ Major: _____ Fee Paid: _____ Initials: _____

Missing Requirements: _____