



Student FAQ - Docufide

1. What is Docufide?

Docufide is education's trusted intermediary for electronic records. UVA-Wise has partnered with Docufide to give you the convenience of requesting and tracking your transcripts online. Being paperless saves UVA-Wise time and money, colleges and universities are able to receive your transcripts in the format they prefer, and it's better for the environment. You will make your transcript requests online; the Registrar will send them electronically through Docufide who will deliver them on behalf of the UVA-Wise Registrar.

2. How will it benefit me?

It's simple to use, secure, and will provide you with delivery confirmation when available. Plus, you don't have to make a special trip to campus or drop your request in the mail; now you can request and track your transcripts online 24/7.

3. Where do I find it?

Go to your Registrar Home Page and look for this link: ***Request a Transcript.*** This will take you to Docufide to register an account.

4. How do I use it?

First register with a valid email address (initial visit only), choose a password and complete your profile. Follow the instructions in the confirmation email to validate your account and complete your registration. Sign in anytime to select the destinations to send your transcript(s) – other colleges or universities, employers, even yourself. Confirm your selections, accept the user agreement and pay online. Then check back anytime to see the status of your requests and track delivery in real time.

Questions? Visit www.docufide.com to search the website, FAQ or contact the UVA-Wise Registrar's Office at (276) 328-0116.