



## College and University Transcripts

### **What is the difference between an Official and an Unofficial Transcript?**

Both the official and the unofficial transcript are issued by the college or university and contain the same information about a student's academic record: a chronological list of classes, grades, and credits. Northern Lights will accept either one, or a copy of the unofficial transcript.

Only an official transcript includes the Registrar's signature, the college seal, and the date it was issued. An official transcript is delivered in a sealed envelope which should not be opened by anyone except the addressee. It is a legal document. There is usually a fee for each official transcript ordered.

An unofficial transcript is the student's academic record without signature, seal, date, or sealed envelope. There is usually no fee. A student may obtain an unofficial transcript by following the same procedure as for requesting an official transcript.

**I am able to print out a copy of the courses that I have taken directly from my college or university website. Can I use this to verify my education and coursework?**

No. This document does not contain enough information about your academic record, and it cannot be used as a transcript equivalent.

### **How can I get a copy of my college transcript?**

1. Get all your information together before requesting your transcript. You'll need to include your social security number, the address where you want the transcript sent, your address and phone number, a statement authorizing the college or university to release the information, and your signature.
2. Find the address and phone number of the college or university from which you graduated. You may be able to find this in the phone book or on the internet. Remember that the Registrar's office usually handles transcript requests.
3. Call ahead to make certain your transcript is readily available, and to inquire about any processing fees. If you have any outstanding fees or if your records are not on computer, your request may be delayed.
4. Check if your higher education institution has a Web page. Many schools now handle transcript requests online, saving you time and postage.
5. Send your request - along with any required processing fees - to the Registrar's office of the college or university from which you took courses or graduated.

## Transcript Request Form

TO: (name and address of college or university)

Your name:

Name under which you attended the higher education institution:

Student ID or Social Security Number:

Complete Address:

Telephone number:

Dates of attendance:

**Indicate the type of transcript you are requesting:**

- Official transcript with College seal
- Unofficial transcript

**When should this request be processed?**

- At once
- After semester grades are submitted

**To whom should this transcript be sent? (Check one)**

- My home address: (you may make a copy of Unofficial transcripts and send them to the address below)
- Vermont Northern Lights Career Development Center  
Community College of Vermont  
PO Box 489  
Montpelier, VT 05601**  
Select this address for: (check all that apply)
  - Career Ladder Certificate application
  - education to be entered into my BFIS Quality and Credential Account
- Vermont Northern Lights Career Development Center  
Community College of Vermont  
307 South Street; Springfield, VT 05156**  
Select this address ONLY if you do not have a BFIS Credential account  
(check all that apply)
  - Program Director Credential
  - Instructor Registry application

### Authorization to Release Information

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date