



-TRANSCRIPT REQUEST-

FEE: \$5 FOR EACH OFFICAL COPY

TO: Admissions & Records Offices

FROM:

Name

Name While Enrolled (if different)

P.O. Box/ Street Address

Student ID Number

City, State, Zip

Birth Date

Contact Number

Payment Confirmation # (if faxing transcript)

Type of Transcript Requested:	Curriculum credit courses	Continuing Education (non-credit courses)	ADHS Adult High School
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High School Equivalency (HSE) - Please visit <http://www.diplomasender.com/> to request an official HSE transcript.

Please mail transcript (s) to (official transcripts are processed by mail only): (List colleges, including COMPLETE mailing address. ADDRESSES ARE THE STUDENTS RESPONSIBILITY. No transcript will be issued until all financial obligation to VGCC have been satisfied.)

1.

2.

Mailing Instructions:

Mail Immediately

Hold this request until current grades are posted

I will pick up (Option available at Main Campus only. Photo ID is required to pick up transcript)

Comments or other instructions

Student's Signature _____ Date _____