



Vance-Granville Community College

-TRANSCRIPT REQUEST-

FEE: \$5 FOR EACH OFFICAL COPY

This form should **only** be used when requesting an official Adult High School (ADHS) transcript or unofficial transcript.

TO: Admissions & Enrollment Services

FROM: **Name**

Name While Enrolled (if different)

P.O. Box/ Street Address

City, State, Zip Code

Student ID number (if applicable)

Birth Date

Contact Number

Payment Confirmation # (if faxing transcript)

ALL payment must be submitted prior to form submittal. Please contact our secure payment line at (252) 433-0124 to pay \$5.00 transcript fee. Be sure to get a confirmation number and add to form.

Type of Transcript Requested: Adult High School (ADHS) Unofficial Transcript (No fee)

Preferred Delivery Method:

Email (please provide complete email address)

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

1.

2.

Submit completed form by email to records@vgcc.edu or mail to VGCC Admissions & Enrollment Services – P. O. Box 917 Henderson, NC 27536

Student's Signature _____ Date _____