



## Academic Transcripts

Valley City State University has authorized [National Student Clearinghouse](#) to provide online ordering of official transcripts. A fee of \$5 is required per transcript, plus applicable processing fees, if special order options are requested. A major credit card and a valid email address are required to use this service.

This form is designed for those who **DO NOT** have a major credit card and a valid email address.

Valley City State University requires the following information to process your transcript request:

- Student's name**
- Student's ID or date of birth**
- Student's current address and telephone number**
- Student's approximate dates of attendance**
- Complete instructions for transcript destination**
- Student's signature (REQUIRED)**
- Check or Money Order payable to VCSU (REQUIRED)**

You may print the [Transcript Request Form](#) to complete and return to the Office of the Registrar.

VCSU will accept a written request by:

**Mail:** Office of the Registrar  
Valley City State University  
101 College St SW  
Valley City ND 58072

**On Campus:** McFarland Hall - Room 219

Academic Year: 7:45 AM – 4:30 PM Central Time Monday – Friday  
Summer Hours: 7:30 AM – 4:00 PM Central Time Monday – Friday

- Official transcripts are sent only to a third party (i.e. employer, institution, or school). Transcripts sent directly to the student will be stamped “Issued to Student” and may be rejected as an official document.
- Partial transcripts are not issued. Each transcript issued must include the student's complete record at VCSU.
- Transcripts of a student's previous secondary and college education which have been submitted to VCSU as a requirement for admission become a part of the Office of the Registrar's official file. VCSU does not reissue or certify copies of transcripts from other institutions for distribution.
- If a student has an outstanding financial obligation at the VCSU Business Office, official academic transcripts will not be issued until the obligation is settled.
- Transcripts are mailed out via First Class mail, usually within the next business day of the request.

If you have questions, please call the Office of the Registrar at 701-845-7295.



Transcript Request Form

Full/Legal Name: Last First Middle Former, if applicable

Mailing Address: Street

City State/Province Postal Code Country, if not USA

Current Telephone: Birth Date: / /

Current Email Address: Student ID:

First Attended (term/year): Last Attended (term/year):

Send Transcript(s) to the following recipient/address: (Number of Copies)

Recipient

Street Fax Number (only if Fax/Mail Combo)

City State/Province Postal Code Country, if not USA

Send Transcript(s) to me at the address above: (Number of Copies)

Fax Number (only if Fax/Mail Combo)

Special Handling: (check all that apply)

- Send immediately
Send after grades are posted: (list term/year)
Send after degree is posted: (listed expected graduation date - term/year)
Hold for other change: (please be specific)
Place transcript in separate signed/sealed envelope.

Delivery Options and Fees:

- Regular First Class Mail: \$5 per transcript - mailed via U.S First Class Mail within one business day.
Hold for Pickup: \$5 per transcript - available for pickup in Registrar's Office within one business day. Photo ID is required for pickup.
Hold for Pickup (Same Day): \$5 per transcript + \$10 surcharge per order - requests received by 1:00pm will be available for pickup after 2:00pm. Photo ID is required for pickup.
Unofficial Fax/Official Mail Combo: \$5 per transcript + \$10 surcharge per order - faxed and mailed within one business day.
FedEx (International): \$5 per transcript + \$40 Surcharge per order - provided to FedEx for delivery to recipient within one business day.
FedEx (U.S./Canada): \$5 per transcript + \$25 Surcharge per order - provided to FedEx for delivery to recipient within one business day.

Charges: \$5 per transcript x copies + \$ special delivery surcharge (if applicable) = Total \$

Mail a check or money order made payable to VCSU along with a signed form to: Office of the Registrar Valley City State University 101 College St SW Valley City, ND 58072

I understand that my transcript request will not be processed without a signed request and correct fee.

Student Signature: Date: