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:
(NumberOf 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:
(NumberOf 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 Pick Up: $5 per transcript - available for pickup in Registrar’s Office within one business day.
  Photo ID is required for pickup.
______ Hold for Pick Up (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: ______________