



Vermilion Community College
The Boundary Waters College

Transcript Request

Need an unofficial transcript? Current and former students can use eServices to see their list of courses taken and grades earned; a printed academic record serves as an unofficial transcript.

Transferring to another college or university in the Minnesota State system? Contact the admissions office there and ask that they use eTranscript to retrieve your Vermilion transcript.

Other official transcript request. Vermilion partners with the National Student Clearinghouse to provide online transcript ordering. With this service, transcripts can be sent electronically and payment is made by credit card. For the link, go to Vermilion's webpage:

www.vcc.edu >>> Academics >>> Registrar / Transcripts >>> Transcript Requests

Only use this form when paying by check or cash. This form cannot be used to request electronic transcript delivery; electronic delivery can only be requested when ordering online.

Place this completed form with payment in the drop-off box near Vermilion's business office. Or, mail your completed form with payment by check to: Vermilion Community College - Transcripts, 1900 East Camp St, Ely, MN 55731

VCC Student ID # (or Social Security Number) _____

Student Name (please print) _____
Last Name, First Name Middle Name

Maiden, or other names you may have used _____

Current Mailing Address _____

City, State, Zip Code _____

Phone Number(s) _____

Student Signature _____ Date _____

Where do you want your transcript sent?

1. Issue to Student: In person _____, OR mailed to address above _____.

2. Mail to: _____
Name of Person and/or School or Organization

Mailing Address

City, State, Zip Code

Check one: [] Send Immediately [] Hold for _____ semester grades. [] Hold for Degree

TRANSCRIPT FEES (enter Quantities, Subtotals, and Total Fees):

Official: \$5 X _____ = \$ _____

Unofficial: \$3 X _____ = \$ _____

Payment: [] Cash [] Check (payable to VCC)

TOTAL FEES: _____