



Instructions for Requesting Official VU Transcripts

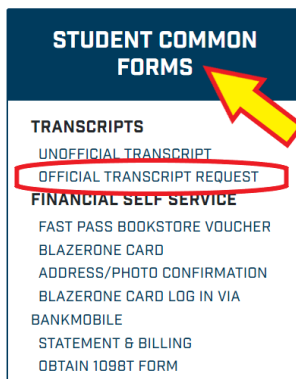
To request an official transcript be sent to another university, for the purpose of transferring VU dual credit, there are two options to complete this request. Students may follow the steps below:

Option 1 (preferred option)

- 1) Visit VU's Parchment website - <https://www.parchment.com/u/registration/35178/institution>
- 2) Please follow the directions found on the website and enter all required information

Option 2

- 1) Log into the MyVU Portal at <https://my.vinu.edu>
- 2) Under "Student Common Forms", click "Official Transcript Request"



- 3) A new page will open, please click the "Order Your Transcripts" button
- 4) Please follow the directions found on the website and enter all required information

**** If you are a current student or were enrolled in the most recent academic year, you should REVIEW YOUR UNOFFICIAL TRANSCRIPT on your MyVU student portal before ordering to verify that all final grades have been recorded and will appear on your official transcript. All reorders will be at the student's expense. There is a \$5 charge (per transcript) for this transcript request method. Transcripts will not be released until all University obligations have been met (i.e. – no outstanding financial obligations). Official transcripts can be delivered electronically in as little as 15 minutes from when you place your order. ****