

# VERMONT TECH

Office of the Registrar

## ELECTRONIC TRANSCRIPT ORDERING PROCESS THROUGH CREDENTIAL SOLUTIONS

Vermont Technical College and Credential Solutions have partnered together to provide students with access to an online transcript ordering system through a secure website. Transcripts cost \$5.00 per copy and Credential Solutions charges a \$3.00 processing fee for each recipient (transcript addressee.) Additional charges may apply based on the chosen delivery method. Order updates will be emailed to you and you can also check your order status and history online.

**Please be advised that archived transcripts (attendance prior to the summer of 2002) cannot be ordered electronically and you will need to contact the Registrar's Office at 802-728-1302.**

Order Your Transcript through Credential Solutions by visiting <https://iwantmytranscript.com>. To create your account at this order site, follow these steps:

- Go to <https://iwantmytranscript.com/>
- Go to "Don't have an account?" and select Vermont Technical College from the dropdown list and click Sign Up. You will be asked to create a username and password. Please keep this information in a safe place, because you will need this information again for future transcript orders
- Fill in all of your information on the Recipient Info Screen and click Continue.
- Click Download Form (then, Open It)
- Print out this form, sign and date it, and fax it to 847-716-3710.
- Your account is now ready! Anytime you need to order transcripts from Vermont Technical College, just login and follow the steps. No need to re-fax anything.

You can order your transcripts using a Visa or MasterCard at any time. Vermont Technical College processes transcript requests Monday - Friday. When possible, requests should be made in advance of the date when the transcript is needed. Transcripts will be sent from Vermont Technical College as soon as possible, provided the student has no restrictions to prevent this. However, it is always recommended to allow additional time during peak periods.

For students who have used Credential Solutions to obtain their transcript, and have not yet received it, the Customer Service number is 847-716-3805. It's also available during the ordering process.

**Please note that if you have attended more than one Vermont State College Institution, you will need to create a separate account for each college.**