

# TRANSCRIPT REQUESTS

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## Transcript Requests

To request a Valencia official transcript, you must access your **Atlas** account to complete and submit the Transcript Request Form online. There is a \$3 charge for each Valencia transcript requested.

If you are currently enrolled in classes, or are planning to graduate at the end of the term, be sure to select “Hold for Grades” and/or “Hold for Degree” before the last day of the current semester to ensure the transcript sent is complete. If neither of these are selected, your transcript will be mailed within 5 business days. At the end of each semester, there could be a transcript order delay of up to one week to allow for processing of final grades.

Transcripts cannot be picked up on campus; they must be mailed. Please allow sufficient time for processing and mailing when making a transcript request. If you would like to see the status of your transcript request, ***please go to your Atlas account, click on the “Students” tab, then select transcript status under the transcript section.*** We are not responsible for undeliverable transcripts. You must submit another request with the \$3 fee to have the transcript resent.

For more information regarding transcripts, please visit: <https://valenciacollege.edu/admissions/admissions-records/official-transcripts.php>