VERMONT TECH
Office of the Registrar

ELECTRONIC TRANSCRIPT ORDERING PROCESS THROUGH SCRIP-SAFE

Vermont Technical College and Scrip-Safe 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 Scrip-Safe 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 submitted electronically and will need to be requested by using the Transcript Request Form.

Two Ways to Order Your Transcript through Scrip-Safe

1. Current students can access their student account through the portal.
   - Go to https://myid.vsc.edu/sso/scripsafe/Login/VTC

2. Former and current students may also order your transcripts through 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?". Select Vermont Technical College from the dropdown list and click Sign Up.
   - 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 513-697-0012.
   - 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 Transcripts on Demand to obtain their transcript, and have not yet received it, the Customer Service number is 877-334-4062. It’s also available during the ordering process.