

Applying for a Transcript

A transcript is the College's official statement of a student's academic record.

The Vaughn College transcript only contains information concerning a student's academic performance and status at the college. The College adheres to the Family Education Rights and Privacy Act of 1974 and in so doing, a student's record will not be released without prior consent from the student.

Vaughn College has authorized the National Student Clearinghouse to handle transcript requests through the web. Transcripts are sent through U.S. Mail only. A valid major credit card and an email account are required to order a transcript. The cost per transcript (undergraduate **OR** graduate) is \$8.00 and there is an additional fee of \$1.75 for electronic transcript (PDFs) services. (*Please note students that attended prior to 1990 cannot order electronic transcript*) Transcripts are processed within 3 to 5 business days.

This online service provides the following:

- Convenient access 24 hours a day, seven days a week
- Ability to order as many transcripts as you like in a single session
- Order updates sent via email
- Ability to check order status and ordering history

Please note: We are unable to fulfill transcript requests for students who have a financial obligation to the College.

Ordering Transcripts Online

Currently Enrolled Students | Former Students | Alumni:

1. Log in to National Student Clearinghouse – Vaughn College
 - a. <https://tsorder.studentclearinghouse.org/school/ficecode/00266500>
2. The site will walk you through placing your order, including delivery options and fees.

If you need help or have questions about the Clearinghouse's transcript ordering service, contact (703) 742.4200 or transcripts@studentclearinghouse.org.

Ordering Transcripts on Campus

Currently Enrolled Students | Former Students | Alumni:

1. Print and fill out the [request form](#) completely (be sure to sign request). This form can be faxed to (718) 429.5291 or scanned and attached to an email to: registrar@vaughn.edu or mailed to 86-01 23rd Ave. Flushing NY 11369.
2. For payment please call the Student Accounts Dept. at (718) 429.6600 ext. 180.

Please note: If you are ordering a transcript on campus using our paper format, please don't use the National Student Clearinghouse option. Otherwise, you can be charge twice for the transaction.