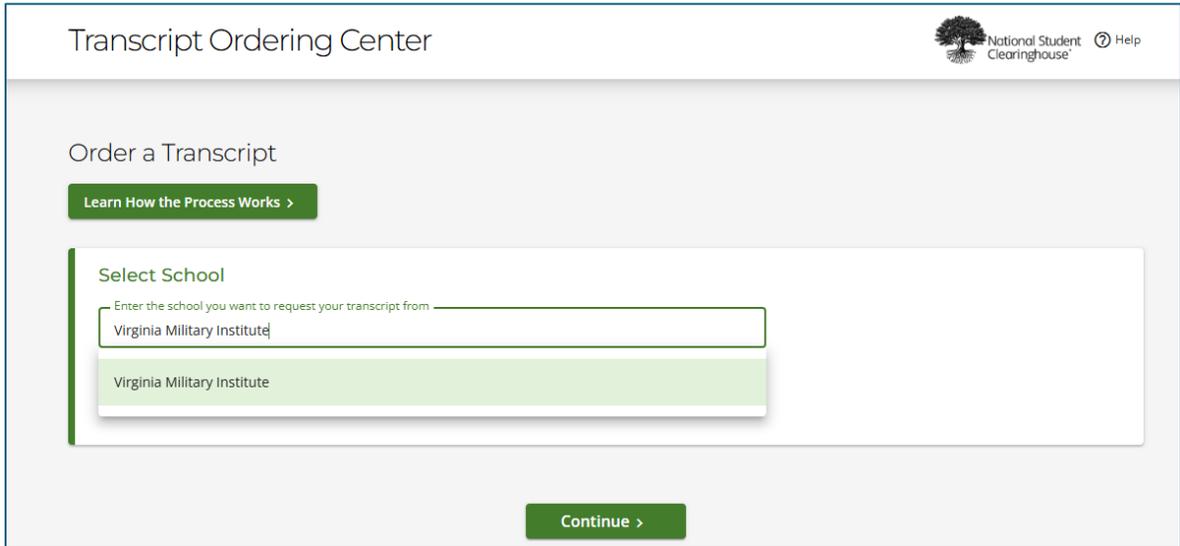


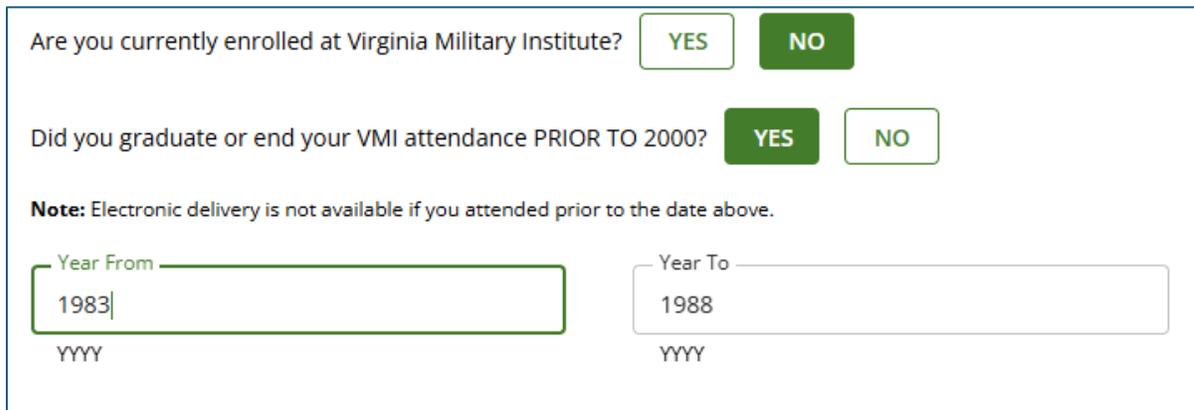
## To order a VMI transcript from the National Student Clearinghouse:

1. Visit <https://tsorder.studentclearinghouse.org/school/select> and type *Virginia Military Institute* as the school you are ordering from, then click “Continue”:



The screenshot shows the 'Transcript Ordering Center' interface. At the top right, there is a logo for the National Student Clearinghouse and a 'Help' link. The main heading is 'Order a Transcript', with a green button labeled 'Learn How the Process Works >'. Below this is a 'Select School' section with a text input field containing 'Virginia Military Institute' and a dropdown menu also showing 'Virginia Military Institute'. A green 'Continue >' button is located at the bottom center of the form.

2. Review the information on the next page, and then click “Order Transcript(s): at the bottom of the page. Please note that if you graduated from VMI prior to the year 2000, you will only be able to order a paper transcript.
3. On the “Personal Information” page, add *your* information and then click “Continue”. If you do not know your Student ID number, you can use your social security number as an alternative:



The screenshot shows a form with two questions and two date input fields. The first question is 'Are you currently enrolled at Virginia Military Institute?' with 'YES' and 'NO' buttons. The second question is 'Did you graduate or end your VMI attendance PRIOR TO 2000?' with 'YES' and 'NO' buttons. Below these is a note: 'Note: Electronic delivery is not available if you attended prior to the date above.' At the bottom, there are two date input fields: 'Year From' with the value '1983' and 'Year To' with the value '1988'. Both fields have 'YYYY' below them.

- a. If you graduated prior to the year 2000, you will receive this message after clicking “Continue”. Do not be alarmed – this just means that your records were created prior to our digital system being established.

If you select “No” and then click “Continue” you will be able to proceed with your order:

**⚠ Your School Was Unable to Find Your Record**

We are having trouble locating your student records with the personal information provided. Your request may require further research by your school with the information entered above. Please reconfirm the information entered.

Do you want to edit the personal information you entered above?

- 4. On the next page you will continue to provide your personal information, including a mailing address, email address, and phone number. You will also have the option to allow the National Student Clearinghouse to send you text messages related to your order – this is optional. After entering your information, click “Continue”.

- 5. On the “Select Transcript and Deliver Details” page, you will select where your transcript order should be sent. Your options are shown below:

Select Transcript and Delivery Details

**Recipient** All fields required, unless otherwise indicated

According to the Family Educational Rights and Privacy Act (FERPA), in certain instances, schools must obtain the student’s permission in order to release information from his or her educational records. The type of consent form that is required is determined by recipient type.

Who are you sending your transcript to?

- College or University
- Education Organization, Application Service, Scholarship and Professional Licensing
- Employer or Other
- Myself

Selecting one of these will bring up different options based on your selection and the type of transcript options that are available to you based on your class year.

**Note:** Current cadets will have the option to send current transcripts “as is” immediately, or can choose to wait and have their transcript sent after final grades are entered and/or after they have graduated.

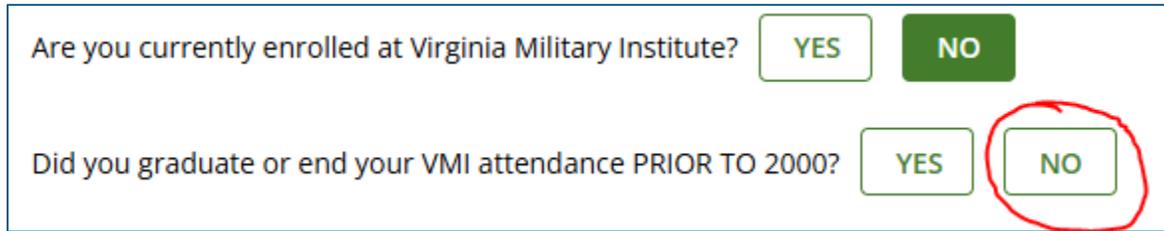
- a. If you choose to send your transcript directly to another college/university or an education/application/scholarship service, you will be able to search in a list of institutions.
- b. If you choose to send your transcript to an employer/other or yourself and click “Continue”, you will be taken to the next pages where you can enter additional information including email and/or shipping addresses.
- c. You may also have an option to upload an additional attachment with your transcript. This is optional for ordering the transcript.
- d. Select “Continue” at the end of each of these pages.

**PLEASE NOTE:** If you choose to have a transcript sent to someone electronically, please be sure that you *type the email address in correctly*. If the email address is invalid, it will *not* notify you, and your transcript may become lost or undeliverable.

6. Click “Add to Cart” to continue.
7. Review your information on the next page and then select “Checkout”.
8. On the next page, you may be asked to sign a consent form, allowing VMI to release your transcript. Once you electronically sign, and click “Accept Signature” you can click “Continue” to proceed to the payment page.
9. On the Payment page, enter your credit card information and click “Submit Order”. Your transcript order is now complete, and your VMI transcript will be processed soon.

## Additional Information:

- If all information is entered correctly, digital transcripts are usually delivered automatically within one business day.
- If at any point you cannot click the “Continue” button, review the form above and be sure that you have answered all questions. In the example below, you can see where one question was not answered, preventing the form from moving forward:



Are you currently enrolled at Virginia Military Institute?

Did you graduate or end your VMI attendance PRIOR TO 2000?