

# VALIDATING OFFICIAL TRANSCRIPTS

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## Validating Official Transcripts

As part of the application for admission process, all students are required to submit official transcripts from graduating high school and all colleges attended. An official final transcript from the high school where the student graduated from must be submitted and include the date of graduation. Transcripts are deemed official only when:

- The transcripts arrive directly from the sending institution via the U.S. Mail or hand delivered in a sealed envelope and includes the institution's return address. It is preferred that the transcript be signed by a school designee and/or embossed with the school seal. *Written instructions on the transcript are followed.*
- The transcripts are transmitted electronically directly from the sending institution and must be signed and dated to be considered official (especially final graduation date transcripts). Electronic transcripts must have a corresponding CEEB/ACT code and be received from an approved agency. Examples of approved agencies are:
  1. Parchment
  2. National Student Clearinghouse
  3. Scribe/Scribbles
- Vanguard only accepts official international transcript evaluations from the following:
  1. Current members of NACES – National Association of Credential Evaluation Services, such as WES.
  2. InCRED – International Credential Evaluations (this applies to Athletes only – InCred is accepted by the NAIA)

When official physical transcripts are received, they are stamped with an official date stamp, scanned, uploaded to the student's file in Radius. When official electronic transcripts are received, they are stamped with an official electronic date stamp, saved, and uploaded to the student's file in Radius. All final official transcripts are added to the enrolled student's file before files are given to the Registrars Office after students have matriculated.