

Northern Lights at CCV can only accept official or unofficial transcripts issued and signed by the college or university registrar. Photocopied or scanned copies of official or unofficial transcripts are also accepted as long as all required information is included and legible.

Official Transcript

- Formal document including all of your coursework and degrees awarded by a college or university
- Printed on special paper, includes a seal, and is sealed inside an envelope
- Signed by the college registrar

Unofficial Transcript

- Formal document including all of your coursework and degrees awarded by a college or university
- Usually doesn't include a seal
- Usually not sealed in an envelope
- Signed by the college registrar
- Usually stamped UNOFFICIAL by the registrar

Sending Transcripts to Northern Lights:

1. Transcripts must be submitted by email or postal mail (we cannot accept faxes)
2. All information must be included and easy to read
3. Must be an original or copy of an official or unofficial transcript issued by a registrar
4. Make sure you include the last page of the transcript which includes the transcript "key" to help us interpret and verify information

Pro Tip: Be sure you check your BFIS Quality and Credential account to see if the transcript has already been added to your Education tab or to your Documents. If you have a new version of the transcript with new courses, please send it in.

DO NOT SEND:

- Grade printouts or transcript printouts from your online student portal
- Faxed or illegible transcripts
- Transcripts that have already been uploaded to your BFIS Quality and Credential account

Contact Your Resource Advisor:

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