

Official and Unofficial Transcripts



Official Transcript

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

Unofficial Transcript

- Document including all of your coursework and degrees awarded by a college or university
- Usually not sealed in an envelope
- May be stamped UNOFFICIAL by the registrar
- May be retrieved through your college's portal or other online tool

Sending Transcripts to Northern Lights:

1) Check Your Documents

- All pages of the transcript must be included and all information must be easy to read.
- Unofficial transcripts **MUST** include the name of your college or university, your name, the titles of the courses you've completed, and your grades in those courses.
- Please include the final page of the transcript with the transcript "key" when possible.
- If submitting by mail, be sure to include a signed Verification Cover Sheet so Northern Lights has permission to add the document to your BFIS Quality Credentialing account.

2) Send to Northern Lights

- To submit by postal mail: Northern Lights at CCV PO Box 489 Montpelier, VT 05601
- To submit via Direct Send, please follow the instructions on our [Direct Send page](#).
- Northern Lights cannot accept transcripts via fax.

DO NOT SEND:

- Incomplete documents
- Faxed or illegible transcripts
- Transcripts that have already been uploaded to your BFIS Quality and Credential account

Need Support?

Northern Lights Resource Advisors are available to support you with figuring out what documents to send and how to send them. Visit our website for contact information for all Resource Advisors.

For General Questions: (802) 540-8168 or northernlights@ccv.edu
Staff Contact Information can be found on the [Contact Us Page](#)