

Official Transcript Online Ordering Instructions

Electronic transcripts are now available through the National Student Clearinghouse. Students also have the option to select a paper copy if necessary. Delivery of electronic transcripts typically occurs within 30 minutes of receipt while mailed transcripts will be sent via United States Postal Services.

- 1. Navigate to https://tsorder.studentclearinghouse.org/school/
- 2. Type in Kalamazoo Valley Community College
- 3. Review the school notification and special instructions before ordering a transcript
- 4. Follow the prompts to add your personal information
- 5. Select transcript and delivery details
- 6. Confirm order and checkout