

# Transcripts

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## Online

Two kinds of transcripts can be requested online:

- PDF transcript, which is delivered electronically
- paper transcript, which is delivered by mail/express mail

Requests are made through [Transcript Plus](#) and may be paid with a major credit card (Visa, MasterCard, American Express).

[Start My Transcript Order](#) or [Check My Transcript Order](#)

## Mail Order Requests

Request by providing a written request of the [Transcript Request Form](#). Please include all information in the request form. If transferring to another college, try [a2zcolleges.com](#) to find the precise address to put in your transcript request.

## In-Person Requests

Go to Admissions & Records Office (AD/SS-100) to submit a [Transcript Request Form](#); Photo Identification is required for walk-in orders.

## Non-Official Transcripts

The non-official transcript can be accessed online. Any coursework completed prior to 1981 is only obtainable in official transcripts.

Need your Student ID#? Use the links below.

- Get my [Student Identification Number](#)
- Get My [Non-Official Transcript](#)

## Incoming Transcripts

Please send all incoming electronic transcripts to [sbvcadmissions@valleycollege.edu](mailto:sbvcadmissions@valleycollege.edu).

You can mail incoming transcripts to:

San Bernardino Valley College  
Attn: Records  
701 S. Mt. Vernon Ave.  
San Bernardino, CA 92410

Note: Incoming transcripts must be official. We will not accept transcripts from your personal email. We will not accept transcripts that have been opened.

## Proxy Student Requests

Students may secure their records by authorizing a specific person to handle transcript requests and/or enrollment Verifications. To the student, by submitting a [Release of Information Form](#) to the AD/SS-100, you may select a representative to retrieve/verify your academic record.

## Fee Schedule

- **First & Second** (regular service only - must be requested in person/by mail in the Admissions Office) – Free
- **Regular Service** (requested in person/by mail in the Admissions Office) - \$10/copy
- **Rush Service** (SAME DAY - requested in person in the Admissions Office – not available for attendance previous to 1981) - \$20/copy
- **Online Service** (paper) - \$5 (Plus processing fee)
- **Online Service** (PDF) - \$5 (Plus processing fee)

\*Processing time for all transcripts is 5-7 business days (except Rush Service and PDF Online requests)

\*Only coursework completed at SBVC will appear on your transcripts. SBVC cannot provide copies of transcripts from other colleges or universities you have attended.

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San Bernardino Valley College has appointed Credentials Inc. as the designated agent for processing and sending official electronic transcripts on behalf of San Bernardino Valley College. The PDF transcripts that is produced using this service contains the identical information as the printed transcript and can be certified as unaltered by uploading the file to the company's website that is provided during the delivery process. Credentials Inc. has been granted the authority to deliver all such electronic transcript requests on behalf of San Bernardino Valley College and respond to any inquiries regarding the transactions. If you do not have access to the Internet, call Credentials Inc. at [\(847\) 716-3005](tel:8477163005).

## Verification of Enrollment or Degree

Convenient Enroll/Degree Verifications provided through the [National Student Clearinghouse](#).





## Related Links

[Transcripts](#)

[Verification of Enrollment](#)

[Graduation Evaluations](#)

[Transfer Credit Evaluations](#)


[Federal Educational Rights & Privacy Act](#)

[Admissions & Records](#)

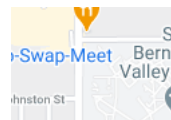


A college of the San Bernardino Community College District



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**San Bernardino Valley College**  
701 South Mount Vernon Avenue  
San Bernardino, CA 92410  
(909) 384-4400

San Bernardino Community College District does not discriminate on the basis of age, color, creed, religion, disability, marital status, veteran status, national origin, race, sex, sexual orientation, gender identity or gender expression.

[Complaint Procedure »](#)

