



How to **Order your Transcript** from your Academic Provider

NOTE: This information is only relevant for alumni of Fall 2020 and beyond Verto!

When sending your transcript to your school of choice, you'll want to check in first with the transcript recipient (your destination school) to double check if they'd like your official transcript sent to a specific individual/email address or to the registrar's office.

What's an official transcript?

In order for a transcript to qualify as "official," the transcript must pass directly from the issuing institution to the receiving institution.

Know your academic provider!

- [Richard Bland College](#)
- [College of the Siskiyous](#)

How to order an official transcript from [Richard Bland College](#):

1. Follow the [instructions here](#) to access the National Student Clearinghouse.
2. Select **Richard Bland College** as your institution.
3. Use your R# as your Student ID in the profile section (or you can use your Social Security number).
4. Select "Electronic" as the delivery option.
5. Questions or need further information about ordering an RBC transcript? Check out the [RBC transcript request page](#).

Additional Advice

- You can submit your request for your final transcript even before the end of the semester by selecting the "After grades are posted" option when asked *When do you want your transcript processed?*
- You'll be asked to select your receiving institution (where you'd like the transcript sent). For institutions within the US that are not listed, a student can select "Not in List" from the *Who are you sending your transcript to?* dropdown list and then enter the name of the institution.

How to order an official transcript from [College of the Siskiyous](#):

1. While the College of the Siskiyous offers [several options for requesting your official transcript](#), Verto recommends submitting the request online in mySiskiyous from the Academic tab
2. Follow the instructions [here](#).