

TRANSCRIPT REQUIREMENTS

All new, continuing and returning students are encouraged to submit official transcripts from all high schools, colleges and universities attended. **Exception:** *Students do not need to submit transcripts from Moorpark and Oxnard Colleges.*

Students are encouraged to have their transcripts sent to Ventura College before enrolling for their first semester, to prevent delays in processing their registration.

All transcripts submitted to Ventura College become the property of the college and copies cannot be forwarded elsewhere or released to the student. These transfer records may be used by authorized college personnel only.

Official transcripts are required for degree and/or certificate applications even if the courses are not being used to satisfy any requirements. Special programs with specific requirements such as nursing, athletics, and financial aid may require a student to submit all high school and college transcripts to verify eligibility.

The college is not required to keep external transcripts. Therefore, students should be aware that records are periodically purged and external transcripts are destroyed.

Preferred delivery for fastest processing:

Ventura College Admissions & Records Office will accept official, electronic transcripts through email, provided the transcript is sent from a certified transcript ordering service.

- Order your transcript through your institution's electronic delivery service
- If prompted to enter an email, use vcadmissions@vcccd.edu
 - Transcripts emailed from a student's address or unauthorized sender will not be accepted.

Mailed transcripts may take up to 10 working days to process after receipt:

Ventura College Admissions & Records Office will accept official, sealed transcripts through mail.

- Mailed transcripts may be addressed to:
 - Ventura College Admissions & Records
4667 Telegraph Road
Ventura, CA 93003
- Opened or unsealed transcripts will not be accepted.