

Official Transcript Request from VSCC

To Obtain your Transcript:

- Go to My Volstate & sign in. (www.volstate.edu)
- Academics Tab
- Under academic profile – click Transcript

In center of page it says

[View Holds] Request Printed Transcript] Transcript Request Status]

- Click Request Printed Transcript

Go down to –

Issue to: fill in the name of the person you are sending it to.

- Click CONTINUE

Transcript Type: Official

***Fill in ALL blanks thoroughly WAGE\$ 109 N. Germantown Rd Chattanooga, TN 37411
423-698-8528

- Click CONTINUE

Number of copies: 1

Official transcript: YES

In progress cutoff Term: _____ (the latest one listed)

** Delivery Method: (pick how you want them to receive it)

***Double check all information

- **SUBMIT REQUEST**