

Transcripts & Translation Services

When submitting your application, you must submit original transcripts. If you attended a U.S. college or university, **you must submit ALL college and university transcripts**. If you earned more than 12 hours, the high school transcript will not be required.

Document Requirements

Your official transcripts must:

- Include your graduation date
- Be an original document or a certified photocopy that bears the original seal of the awarding institution.
- Faxed and uncertified photocopies of transcripts are NOT accepted.
- If transcript is not from a U.S. institution and/or is not written in English, then it **must** be evaluated and/or translated by one of the approved organizations.

Approved Translation Organizations

VC requires a certified English translation/evaluation from a NACES-approved evaluating agency ([NACES | Credentials Evaluations Provided by NACES Members](#)). VC does not offer translation services in house, so the transcript must be sent to one of the approved agencies.

The following is a list of agencies that are part of NACES. You will need to contact the agencies directly for more information on their services, fees, and requirements.

- [A2Z Evaluations, LLC](#)
- [Academic Evaluation Services, Inc](#)
- [Center for Applied Research, Evaluation, and Education, Inc.](#)
- [Educational Credential Evaluators, Inc.](#)
- [Educational Perspectives, nfp](#)
- [Educational Records Evaluation Service, Inc](#)
- [Foreign Academic Credential Service, Inc](#)
- [Foundation for International Services, Inc](#)
- [Global Credential Evaluators, Inc](#)
- [Globe Language Services](#)
- [Institute of Foreign Credential Services, Inc](#)
- [International Academic Credential Evaluators, Inc](#)
- [International Consultants of Delaware, Inc](#)
- [International Education Evaluations, Inc](#)
- [International Education Research Foundation, Inc](#)
- [Josef Silny & Associates, Inc. International Education Consultants](#)
- [SDR Educational Consultants](#)
- [SpanTran: The Evaluation Company](#)
- [Transcript Research](#)
- [World Education Services, Inc](#)



Please send all transcripts to the Admissions & Records Office for processing.

- If the institution can send electronically, the email address is Admissions@VictoriaCollege.edu and the school code is 3662.
- If the institution cannot send electronically, the address is
 - Victoria College
 - Attn: Admissions & Records Office
 - 2200 E. Red River Street
 - Victoria, TX 77901