

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.

Include a certified English translation if documents are not in English. See English translations below.

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

Document Requirements

Your official transcripts must:

- Include your graduation date, if applicable.
- 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, then it must be evaluated by one of the approved associations.

Approved Translation Organizations

VC requires a certified English translation/evaluation from a certified translator if the original document is not from the U.S. VC does not offer translation services, so the transcript must be sent to one of the approved organizations. The following is a list of organizations that provide document translation that VC will accept.

- [Educational Credential Evaluators, Inc.](#)
- [Foreign Credential Services of America](#)
- [Global Credential Evaluators, Inc.](#)
- [International Education Research Foundation, Inc.](#)
- [International Academic Credential Evaluators, Inc.](#)
- [Josef Silny & Associates, Inc.](#)
- [Peggy Bill Henderson Transcript Research](#)
- [Spantran Educational Services, Inc.](#)
- [World Education Services, Inc.](#)