Daily Living: Transcripts vs. Diploma

Diploma

- Upon completion of your degree requirements, VCU will present each of you a diploma in your name with the degree completed.
- Diplomas are mailed directly to you according to the address you gave on your graduation application. The Graduation Office manages this process and posts current information and the mailing schedule here: http://www.commencement.vcu.edu/grad_info.html#diplomas
- The diploma will serve as recognition of your accomplishments, but is not the official verification of your degree.

Transcripts

- The official verification of your degree is the official transcript, which you may order from VCU's Office of Records & Registration (or online through eServices) at any point after your degree has been awarded. See the official date for awarding degrees on the Academic Calendar.
- An official copy of your transcript costs $5.00
- You also have access to print unofficial copies of your transcripts at any time through the eServices platform. You are encouraged to print an unofficial copy of your transcripts for your records after your degrees have been awarded: see official date posted on Academic Calendar

- Transcript Request Instructions
  1) Logon to eServices
  2) Choose Student tab
  3) Choose Student Records
  4) Choose Request Printed Transcript
  5) Leave the first field “One of Your Addresses” as None if you want to enter a new address, or choose an address already loaded in the system
  6) Enter the recipient (yourself, another school, or potential employer, etc…) in the “Issue to” field
  7) Transcript Type: Official Transcript
  8) Course Level: Graduate
  9) Choose the appropriate delivery method