Request an Official Transcript

1. Log into NOVAConnect by clicking My NOVA on the NOVA home page.
2. Click VCCS90:Student Information System.
3. Click Self Service.
4. Click Student Center.
5. Check to be sure that there are no monetary holds on your record by clicking on Account Inquiry under the Finances section and by viewing any holds listed under the Holds heading on the right of the screen. No transcripts are released if a student has an outstanding monetary obligation to the college.
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6. In the Academics section, click on the drop-down menu and select **Transcript: Request Official Transcript**.
7. Click >> .

8. Choose **Northern Virginia Community College** from the Institution drop-down menu.

9. Be sure that **Immediate Processing is selected in the Select Option box**. All transcript requests are processed immediately.

10. Enter the number of transcripts that you would like sent in the **Quantity** box. No more than five transcripts will be mailed to the same address.

11. In the **Enter Recipient Address Information** area, type in the **Send To** box the name of the college or organization where you want the transcript to be sent.
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12. Click Edit Address to enter the address of the college or organization. If you are requesting to have a transcript sent to George Mason University, you must enter **George Mason University** in the **Send To** box and then click **Edit Address** and type in one of the following addresses:

If you have **not been admitted to GMU**:  
- George Mason University  
  Office of Admissions  
  4400 University Drive  
  Fairfax, VA 22030-4444

If you are **currently attending GMU**:  
- George Mason University  
  Registrar’s Office  
  4400 University Drive  
  Fairfax, VA 22030-4444

13. **Click OK. Look at the screen to confirm that you entered the correct address.** The recipient’s address must be entered correctly, or the Central Records Office will not know where to send the transcript.

14. **Click Submit.**

15. Then you will see a **Transcript Request Confirmation**. Print the confirmation from the browser print button.

16. If you would like the transcript sent to you, check **Send to My Address**. (Before you check the box, be sure that your current address is correct by going to the **Student Center>Personal Information> Contact Information**. If you need to make a change, click **Mailing Address** to make the change.) Follow steps 12 and 13 above.