



ORDERING AN OFFICIAL W&M TRANSCRIPT

In order to submit your application to the Virginia Department of Education (VDOE), an official William & Mary transcript is required. YOU will need to order this and have the official transcript *sent directly to the Virginia Department of Education*.

Complete instructions for ordering your official W&M transcript can be found here:

<https://www.wm.edu/offices/registrar/studentsandalumni/studentrecords/transcripts/offtrans/index.php>

When ordering your transcript *online with a credit card*, enter the following information:

- Who are you sending transcript to? Employer or Other
- Enter Business or Individual's Name: Virginia Department of Education
- When do you want your transcript processed? After Degree is Awarded
- How do you want your transcript sent? Electronically
- Name of Recipient: Virginia Department of Education- Office of Licensure and School Leadership

When ordering your transcript *in person or by mail with cash or check*, enter the following information:

- If you have not completed your degree, be sure to select "HOLD processing until degree is posted" as your option of when to proceed/send.
- Delivery Method: Mail to the recipient below
- Company or Institution: Virginia Department of Education
- Recipient's Name: Virginia Department of Education, Office of Licensure and School Leadership
- Address, City, State, ZIP: P.O. Box 2120, Richmond, VA 23218

Please make note of these additional guidelines:

- If you completed both undergraduate and graduate programs at W&M, both degrees will be shown on your transcript.
- For initial licensure only: You must submit a transcript from **each college or university** where you have earned a degree. Transcripts for coursework that transferred to W&M are also required, unless the title of that coursework appears on your W&M transcript.