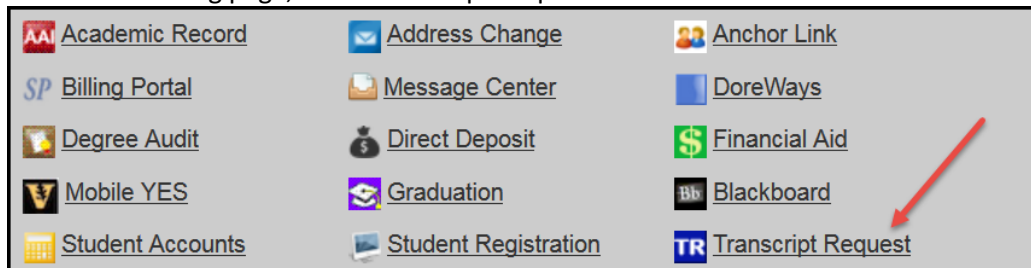# VANDERBILT UNIVERSITY
Office of the UNIVERSITY REGISTRAR

YES User Guide
Transcript Request

Students with an active YES account can request transcripts online.

Accessing the Transcript Request application

1. Log in to YES at yes.vanderbilt.edu.

2. On the student landing page, click "Transcript Request."

AA Academic Record	✉ Address Change	👥 Anchor Link
SP Billing Portal	📧 Message Center	DoreWays
🎓 Degree Audit	💰 Direct Deposit	$ Financial Aid
V Mobile YES	📆 Graduation	Bb Blackboard
📅 Student Accounts	💻 Student Registration	TR Transcript Request

**Delivery Options**

1. Use the drop down menu to select the Delivery type: U.S. Mail (default), Secure Electronic Delivery (PDF), Pick up in office, Campus Mail, International Mail, or Federal Express.

Delivery type:
U.S. Mail
- Secure Electronic Delivery (PDF)
- Pick up in office
- Campus Mail
- U.S. Mail
- International Mail
- Federal Express
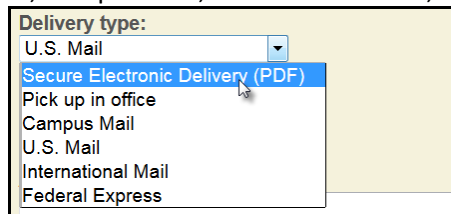
2. Use the drop down menu to indicate the Destination type: Vanderbilt University, Self, Agency, Other, Regulatory Board, Human Resources office, External College/University, or Scholastic Agency.

Destination type:

- Vanderbilt University
- Self
- Agency
- Other
- Regulatory Board
- Human Resources
- External College/University
- Scholastic Agency
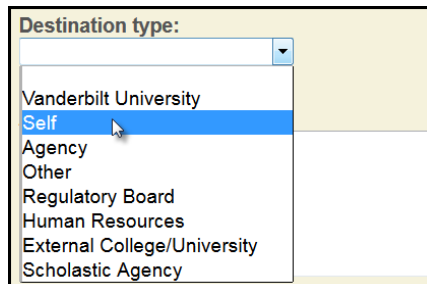
3. Enter the address information. The information required in this section will change depending on the Delivery type. (No recipient information is required for "Pick up in office.")
   - Secure Electronic Delivery (PDF): Enter recipient name and email address.

Delivery Options

Delivery type:
Secure Electronic Delivery (F ▼)

Destination type:
Self ▼

Recipient Name:
[   ]

Recipient Email:
[   ]

Confirm Email:
[   ]

   - Campus Mail: Enter the campus mail address.

Delivery type:
Campus Mail ▼

Address:
Recipient's Name
Campus Mail address

   - U.S. Mail: Enter the street address, city, and zip code, and select state from the drop-down menu.

Delivery type:
U.S. Mail ▼

Destination type:
Self ▼

☐ Free form address

Address:
Recipient's Name
Recipient's Street Address

City:
Recipient's City

Zip:
- [   ]

Armed Forces Americas
Armed Forces Europe
Armed Forces Pacific
California
Colorado
Connecticut
Delaware
District of Columbia
Florida
Georgia
Hawaii
Idaho
Illinois
Indiana
Iowa

Choose ▼

Alternatively, select Free form address to enter all information into the address box.

- International mail: Enter the address information into the address box.

- Federal Express: Enter address information as with U.S./International mail (above), as well as FedEx Account Number and Recipient's Phone number. Select Service type from the drop-down menu (Priority, Standard, or 2Day). NOTE: FedEx will not deliver to a P.O. Box.

Document/Career Options

1. Your email address will auto-fill in the appropriate section. Enter a phone number so that we may contact you regarding your transcript request if needed.

   Document Options

Student phone:	Student email:
###-###-####	mr.commodore@vander

2. Enter the number of copies to be sent to the recipient.

   Number of copies:
   1

3. Career Options lists the careers in which you have been active at Vanderbilt and for which a transcript will be generated.

   Career Options ⓘ

   ☑ Graduate, Undergraduate

4. Select a processing option from the drop-down menu.
   - In most cases, you will want to send your transcript as soon as possible. NOTE: This is the only option for Secure Electronic Delivery (PDF).
   - If your current term grades need to be reflected on your transcript, select "when all grades are posted for this term."
   - If your degree information needs to be reflected on your transcript, select to process either when a specific degree is earned or, for dual-degree students, "when all degrees are earned."

   Process: as soon as possible ▼
   - as soon as possible
   - when all grades are posted for this term
   - when Master of Arts is earned
   - when all degrees are earned

Document Holds

1. Any holds that will prevent the Office of the University Registrar from generating a transcript on your behalf will appear in this section.
   - Directory Hold: Please contact the Office of the University Registrar for assistance (615-322-7701).
   - Student Accounts Hold: Please contact the Office of Student Accounts for assistance (615-322-6693).
   - Student Loans Hold: Please contact the Office of Student Loans for assistance (615-343-7011).
   - University Registrar's Hold: Please contact the Office of the University Registrar for assistance (615-322-7701).
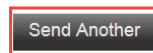
Document Holds ℹ️

Student Accounts Hold: Yes

Submitting and verifying the request

1. To submit your transcript request, click

   Submit

2. If you wish to send additional transcripts, click

   Send Another

3. Once you have submitted your request, you can review the status in the Document Request History log.
   - The Document Request History shows all records that have been processed for you, including transcripts, enrollment certifications, and degree certifications.
   - The Status will indicate whether or not the document was processed. A processed document has been sent to the requested address.
   - Most transcripts are processed within one business day of the request.

Document Request History

Displaying results 1-3 of 3

Student Name	Type	Delivery	Destination	Holds	Status	Requestor	Request Date
Mr. Commodore	Transcript	Mail	Mr. Commodore		Submitted		09/08/2015 09:18:26
Mr. Commodore	Transcript	Secure Electronic	Mr. Commodore		Processed		09/08/2015 09:14:42
Mr. Commodore	Transcript	Priority Mail	Mr. Commodore		Submitted		07/23/2015 13:26:56