AAVSB VAULT Transcript Requirements

Updated 10/4/2024

- All transcripts must come directly from the school or online transcript service used by the school.

  - **NOT accepted:**
    - faxed transcripts
    - student copies
    - copies of diplomas
    - incomplete transcripts

- Transcripts received or accessed through an **online transcript service are accepted directly from the online service only.**

  - Online transcript services include Parchment and the National Student Clearinghouse

  - Transcripts may be sent via email to viva@aavsb.org or by mail to:

    AAVSB - VAULT
    12101 W 110th St, Suite 300
    Overland Park, KS 66210

- **Transcripts sent** by the school registrar must come directly from the registrar's office:

  - If emailed, they must be sent from staff within the Office of the Registrar, as indicated by the email address and email signature. Transcripts should be emailed to **viva@aavsb.org**

  - If mailed, they must be sent to the address below and come in a sealed envelope from the school or transcript service.

    AAVSB - VAULT
    12101 W 110th St, Suite 300
    Overland Park, KS 66210

- Transcripts must show the month and year of graduation (ideally, the full date of graduation) and the degree conferred.

- Transcripts must be in English. In cases where the school does not provide English-language transcripts, translations of transcripts that are both certified and notarized must be submitted. Primary source transcripts (as outlined above) are still required.

Special Circumstances

- In cases where a school or program has shut down, the school or program's publicly designated transcript repository (such as a transcript repository service or state board of education) will be considered the primary source when staff review acceptance of future transcripts.

- In the rare case that a university will only send a transcript to the individual named on the transcript, the individual may send the transcript, still in its sealed envelope and with the school's stamp along the envelope seal, to the AAVSB.

AAVSB Transcript Request & Verification Process

- Through the VAULT Premium service, licensure candidates submit a signed affidavit with identity verification, which authorizes the AAVSB to request transcripts on their behalf. The AAVSB then submits the official transcript request either through the registrar's office or online transcript service, following the protocols listed above.

- When transcripts are obtained, they are reviewed to ensure compliance with the standards above. Once verified, they are stamped with a VAULT stamp to indicate they have come from a primary source.

- The final VAULT Premium packet includes the digital, stamped transcript. All original documents are maintained in AAVSB licensee records.

- **PLEASE NOTE:** Some schools may not allow the AAVSB to request a transcript on behalf of a licensure candidate. These are school-wide policies not specific to veterinary medicine or veterinary technology programs.

LOCATED AT
12101 W 110th Street
Suite 300
Overland Park, KS 66210

CONTACT US AT
P | 1.877.698.8482
P | 1.816.931.1504
F | 1.816.931.1604

FIND US AT
www.aavsb.org
aavsb@aavsb.org
@AAVSB

o   In these cases, licensure candidates must request the transcripts, following the protocols listed above.

o   Candidates who graduated from schools that do not allow transcript requests from third parties (such the AAVSB) may elect to request an official transcript be sent to the AAVSB directly from their school or through their school's transcript service. The same AAVSB transcript requirements apply to transcripts sent to the AAVSB at the applicant request.

o   In the event that a licensure candidate requests a copy of their transcript be sent to the AAVSB, it is possible the candidate's name will appear as the recipient's name. However, the VAULT digital stamp will serve as verification that the transcript was indeed sent directly to the AAVSB, out outlined above.

Schools that do <u>not</u> allow the AAVSB to request a transcript on a licensure candidate's behalf as of October 4, 2024:

AVMA COE Accredited Veterinary Schools

Massey University (New Zealand)
Midwestern University
Murdoch University (Australia)
The Ohio State University
Oklahoma State University
Seoul National University (Korea)
The University of Sydney (Australia)
Uni Nacional Autonoma de Mexico (Mexico)
University College Dublin (Ireland)
University of Bristol (England)
University of Calgary

University of Edinburgh (Scotland)
University of Florida
University of Glasgow (Scotland)
University of Liverpool (England)University of Melbourne (Australia)
University of Montreal
University of Nottingham (England)
University of Queensland (Australia)
University of Saskatchewan
Utrecht University (The Netherlands)
VetAgro Sup (France

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AVMA/CVMA Accredited Veterinary Technology Programs

Athens Technical College	Nebraska College of Technical Agriculture
Austin Community College	Northern College
Austin Peay State University	Northern Albera Institute of Technology
Baker College	Northwestern CT Community College
Bellingham Technical College	Norwalk Community College
Central Carolina Community College	Oklahoma State University
Central New Mexico Community College	Olds College
City College	Oulton College
CO Academy of Veterinary Technology	Pierce College Ft. Steilacoom
Colorado Mountain College	Pima Medical Institute
Community College of Baltimore County	Red River College
Community College of Denver	Ridgetown College - University of Guelph
Dalhousie University	Rockford Career College
Dallas College	Saskatchewan Polytechnic College
DE Technical and Community College	Seneca College
Douglas College	St. Clair College
Front Range Community College	St. Petersburg College
Gaston College	State University of New York – Delhi
Georgian College	Thompson Rivers University
Grande Prairie Regional College	Tulsa Community College
Hillsborough Community College	UC Blue Ash College
Institute of Medical and Business Careers	Universidad Ana G Mendez
Lancaster County Career & Tech Center	University of Massachusetts - Amherst
Maritime Business College	University of Puerto Rico
Massasoit Community College	Vanier College
Miami Dade College	Valley College
Middlesex Community College	Vermont Technical College
Midwest Institute	Wilson College
Milwaukee Career College	Yakima Valley College
Navajo Technical University	