How Do I Request an Official Transcript

1. Go to www.dvc.edu
2. Click on InSite/WebAdvisor
3. Click on InSite Portal
4. Log in to your InSite WebAdvisor account

5. Click on Students
6. Click on Academic Services from the drop down menu
7. Click on Official Transcript Request from the drop down menu

8. After reading the information provided, you must check the box acknowledging you have read and understand the transcript request ordering process and prices. Click Submit.

9. Complete the online Transcript Request and click Submit.

Special Note about Pre-1999 Transcripts
Please check the box to indicate you have pre-1999 records.

10. If you provided a personal address as the Recipient, go to step #11.
    If you selected a college as the Recipient, select “None of the Above” and click Submit.

11. Orders will not be processed without payment. Select Visa or MasterCard and click Submit.

12. Enter your credit or debit card information in the fields provided and verify your personal information. Click Submit.

13. Print your Payment Confirmation for your own records.

Express Transcripts can be requested and produced in person at the Admissions & Records Office within one hour for an additional fee. Do not continue with the online process.