



Requesting Education Verification & Transcripts from Closed Institutions

(Updated 1/18/2023)

The SC Commission on Higher Education (CHE) serves as the repository for some student records from licensed institutions that have closed. Typically, the only documentation on file is an academic transcript.

The CHE does not maintain student records for closed K-12 schools, public or independent postsecondary institutions, training programs licensed or approved under an occupational licensing law of the State of South Carolina (such as Cosmetology, Barber, Esthetics, and Real Estate), out-of-state locations, or other non-licensed training providers or institutions.

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Directory Information

The Family Educational Rights and Privacy Act (FERPA) allows disclosure of directory information from educational records without prior written consent of the student. The Commission has designated the following as directory information: student's name, address, telephone, and electronic mail address; major field of study; dates of attendance; and degrees, honors, and awards.

Does the CHE have a copy of my transcript?

The CHE maintains some student records from formerly licensed nonpublic postsecondary institutions that operated in the state (see list below). Please note, even though a student may have attended the school listed below, we may not have a copy of the student's transcript and/or record. A notice will be sent to the requestor if the record cannot be found.

Academy of Dental Assisting (Surfside Beach)	Performance Training Institute (Tracy, CA, for SC residents)
Academy of Massage Therapy & Bodywork - formerly, Paradise Academy of Massage Therapy & Bodywork (Mauldin)	Pinewood School of Massage/Southeastern School of Neuromuscular & Massage Therapy at Pinewood (Spartanburg)
Alpha School of Massage (Greenville)	Phillips Junior College (Charleston, Columbia, Greenville, Spartanburg)
AMAN Institute, Inc. (Aiken)	Preferred Health Education (Irmo)
Blue Flame School of Bartending (Irmo)	Rice Business College (Charleston, Columbia)
Carolina School of Clinical Massage Therapy (Irmo)	Rutledge College (Charleston, Columbia, Greenville, Spartanburg)
Charleston School of Massage	South Carolina School of Horseshoeing (Aiken)
The Dental Assisting Training School of South Carolina (Mount Pleasant)	SE Massage at Pinewood (Spartanburg)
Greenville School of Therapeutic Massage	Solid Computer Decisions (Cheraw, Columbia, Florence, Greenville, Rock Hill)
IQ Interactive (Clemson)	Southern Technical College (Columbia)
International Spa Institute (Charleston)	Stratford College (Columbia, Greenville, Greenwood, Hilton Head, West Columbia)
Mansfield Business College (Charleston, Columbia, Spartanburg)	United Electronics Institute (Charleston)
North American Institute of Aviation (Myrtle Beach)	Watterson College (Charleston)
Nielsen Electronics Institute (Charleston)	

This list is subject to periodic changes

Please refer to the [Directory of Postsecondary Institutions No Longer Operating in SC](#) for additional information pertaining to an institution that the CHE has no records for.

How do I request a copy of my transcript?

To request a copy of your transcript from the CHE, please fill out the [Transcript Request Form](#) and mail it along with a \$10.00 record search fee to the Commission. Be sure to write legibly and indicate if the transcript should be mailed or emailed (note: some institutions may not accept transcripts that are transmitted by email as official). Transcript requests are processed within five to 10 business days upon receipt. Please send check or money order for required fee. All future requests will also be required to be made in writing and submitted with the fee.

Mailing Address:

South Carolina Commission on Higher Education
Attention: Licensing (Transcript Request)
1122 Lady Street, Suite 400
Columbia, SC 29201

How much does it cost to request a copy of my transcript from the CHE?

The CHE charges a \$10.00 record search fee to request a copy of your transcript. This fee must be mailed along with the Transcript Request Form. The Commission only accepts check or money order.

Virginia College/Golf Academy of America/ITT Technical College student records

South Carolina students who attended Virginia College, Golf Academy of America, or ITT Technical College may request a copy of their transcript from Parchment. Please visit [Parchment](#) to submit your request for your transcript.

How do I request an education verification?

All requests for Education Verification from a third-party servicer must be emailed to transcriptrequest@che.sc.gov. Requests may also be mailed to the below address. All requests for Education Verification will be processed within five to 10 business days upon receipt. Our office will not verify education over the phone. Please also refer to the list of institutions that CHE maintains some records. For all other institutions, please refer to the [Directory of Postsecondary Institutions No Longer Operating in SC](#) for additional information pertaining to an institution that the CHE has no records for. There is no fee for Education Verification requests from a third-party servicer.

Mailing Address:

South Carolina Commission on Higher Education
Attention: Licensing (Education Verification)
1122 Lady Street, Suite 400
Columbia, SC 29201

Additional Transcript Resources

Information on other postsecondary institutions that operated in SC and closed may be found on the CHE's website [here](#).

Students seeking transcripts for Cosmetology, Barber, Esthetics, and Real Estate schools:

- SC Department of Labor, Licensing, and Regulation – (803) 896-4300

Students seeking transcripts from K-12 schools:

- SC State Department of Education – (803) 734-8500

Students requesting Financial Aid records:

- US Department of Education – (800) 872-5327

For further assistance, please contact a member of the Licensing staff at (803) 737-2260 or email transcriptrequest@che.sc.gov.



Transcript Request Form

Student Information (please print legibly):	Social Security Number:
Name:	If known, Student ID:
Date of Birth:	Email address:
Name when enrolled (if different):	Telephone:
*School Attended (see listing on next page):	
Location:	Dates Attended:
I would like my transcript and/or records sent to (please include name, mailing and/or email address):	

Check box if you would like a copy sent to your email address listed above

Please Be Advised:

- Most academic records include personally identifiable information and could increase risk of identity theft.
- Some institutions may not accept transcripts that are transmitted by email as official.
- Even though a student attended the school named above, we may not have a copy of the student’s transcript and/or record. A notice will be sent to the requestor if the record cannot be found.
- For third party requests, please attach a signed release of information from the student.
- Transcript requests will be processed within five to 10 business days upon receipt.

I fully understand, acknowledge, and give consent for the Commission on Higher Education to transmit my transcript(s) and/or record(s) to the above entity(ies).

Signature: _____ Date: _____

Return this completed form with a nonrefundable transcript and/or record search fee of \$10.00.

Make check or money order payable to the “SC Commission on Higher Education,” and submit to:
 SC Commission on Higher Education
 Academic Affairs - Licensing, Transcript Request
 1122 Lady Street, Suite 400
 Columbia, SC 29201

FOR CHE USE ONLY

Date received: _____ Income # _____ Date transcript or no note sent: _____

[] Student file located and transcript request filled; [] Student file not located; we know of no other source of contact.

Student Records Available

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