

# How to Get College Transcripts

When you complete your college degree, you may think you are done with the hallowed halls of your university's campus. However, if you are applying for graduate schools, or even certain jobs, you may need to request your official...

Method 1 of 4:

## Requesting Your Transcripts Online



1.

**Check your unofficial transcript before ordering an official transcript.** This can be done through your university's website. Go over your unofficial transcript to make sure that all of your grades, accolades, and the classes listed are correct.

1. The information on your unofficial transcript will be reproduced on your official transcript. If you receive your official transcript and there is an error, it will take time and money to correct the mistake.
2. Make sure your most recent information is on the transcript. If you have just recently graduated, or will be graduating shortly, your most recent grades should still be on your official transcript, so long as the professor has turned them in on time.
3. Double check that your grades are correct. Go over each grade on your unofficial transcript and make sure that they match the grades that you know you received for each class.

2.



**Use the university website to order official transcripts.** You will need your student ID as well as your user ID and password for your online university profile to order your transcript. Go to your university's website, type in your information, and look in the enrollment and admissions section to order official transcripts.

1. If you forgot your ID or password, click on the applicable 'forgot my password' option and follow the steps listed. If you do not have an ID or password, you may have to print out the request form and mail it in or bring it in person to the enrollment office.
2. In general, most universities require two to three working days to process official transcript requests after receiving the request in the transcript or records office. However, this period of time may be longer if you request your transcript close to the end of the semester.

3.



**Upload any additional documents.** If you require additional documents for applications for the Law School Admission Council (LSAC), the American Medical College Application Service (AMCAS), or the Pharmacy College Application Service (PHARMCAS), complete them and upload them to the online

transcript request. You may need to scan the original documents to then upload them.<sup>[2]</sup>

4.



**Pay the transcript request fee.** During the online ordering process, you will need to pay the fee for the transcripts, usually around \$10-\$15 per transcript.

1. You can pay this fee by credit, PayPal, or through your student account.

Method 2 of 4:

## Requesting Your Transcripts by Mail

1.



**Print and fill out the transcript request form.** Locate the transcript request form on your institution's website. Print it out and complete it. On the form, you will need to specify how many transcripts you are requesting.

1. The form will also note the cost per a transcript, usually \$10-\$15 per a transcript.

2.



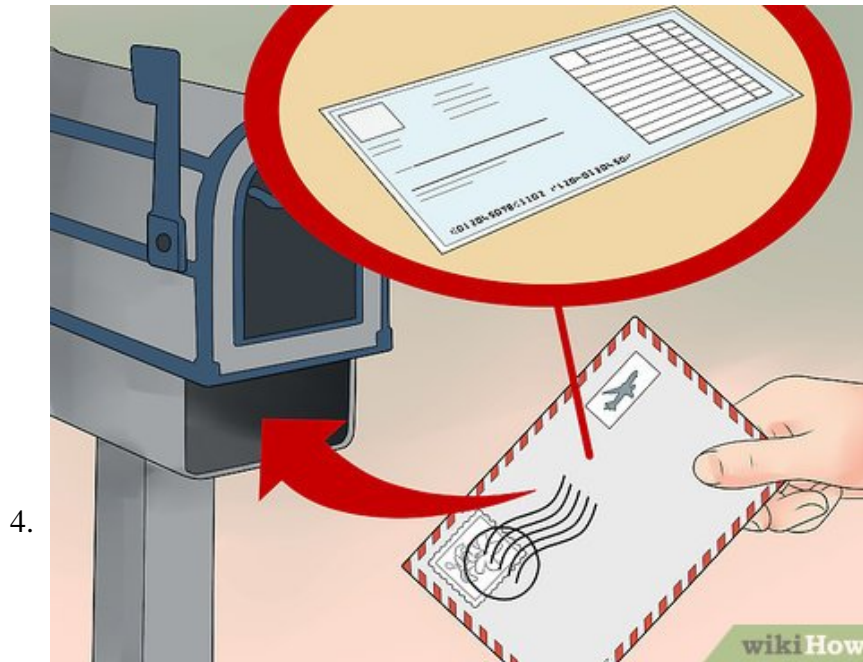
**Provide any additional documents you need attached to the transcripts.** Certain application processes require documents in addition to your official transcripts, such as the Law School Admission Council (LSAC), the American Medical College Application Service (AMCAS), or the Pharmacy College Application Service (PHARMCAS). Complete any additional forms and put them in the envelope with your completed request form. Your institution can then include them in the transcript package.<sup>[3]</sup>

1. If you are sending multiple transcripts, all with additional documents, make photocopies of the additional documents and send enough copies for each transcript.

3.



**Include a check made out to the institution.** You will need to pay a fee for the transcripts, \$10-\$15 per transcript, and make a check out to the institution for the total amount.



**Mail the completed package to your institution.** Place the check in the envelope with the completed transcript request form and any additional documents. Make sure you spell the name of your institution correctly, as well as the mailing address for the admissions and enrollment office.

1. Many institutions list the admissions and enrollment mailing address on their website.

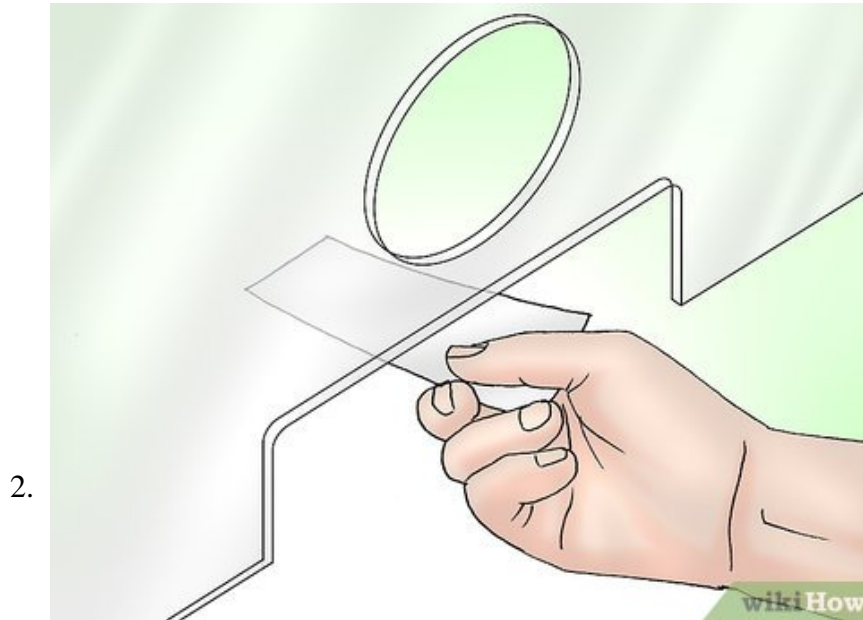
Method 3 of 4:

## Requesting Your Transcripts in Person



**Print and fill out the request form.** Look on your institution's official website for the transcript request form. Print the form and fill out all the necessary information.

1. On the form, you will need to specify how many transcripts you are requesting. Most offices will allow you to order up to five official transcripts at a time.
2. You may also need additional documents attached to your official transcripts, such as forms for the Law School Admission Council (LSAC), the American Medical College Application Service (AMCAS), or the Pharmacy College Application Service (PHARMCAS). Complete any additional forms and bring them with you so they can be added to your official transcript package.



**Go to the admissions and enrollment office.** Though this may mean you will need to take time out of your day to wait in line at your university's records and enrollment office, this is often the best option if you need to receive your transcripts as soon as possible.

1. Take the completed form with you so it can be processed by the admissions and enrollment office.



**Pay the transcript request fee.** The cost for official transcripts varies from university to university, but they are often around \$10-\$15 per transcript. Most enrollment offices will take cash, credit, or debit for

payment.



**Use picture ID to pick up the transcripts.** Once you have paid the fee and your transcripts have been processed, you will need to show picture ID to pick up the transcripts.

Method 4 of 4:

## Receiving the Transcripts



**Request PDF transcripts for quick and easy access by the recipients.** Most institutions will offer to send PDF versions of your official transcripts to your recipients. These are sent over a secure network to the email address of the recipient. The PDF transcripts are considered official documents and are secured with a digital signature.<sup>[4]</sup>

1. To order PDF versions and have them sent to the recipients, you will need to provide the recipients' email addresses, and verify that the recipients will accept an electronic transcript before you send them PDF transcripts.
2. The recipient will need to use an access code to view the PDF transcripts. The transcript may also contain a warning that the document is intended for the recipient's use only and is considered a confidential document.
3. The cost for PDF transcripts are the same as paper transcripts (around \$10-\$15 per transcript).

2.



**Confirm the recipients have received the PDF transcripts.** Once the recipient receives and downloads the PDF transcript, you should get a confirmation email. If possible, send the recipients a brief email telling them they should expect an email from the university with the transcripts attached to ensure the PDF transcripts do not end up in their junk folder.<sup>[5]</sup>

1. Most institutions put a limit on how long the recipient has to access the PDF transcript, usually up to 30 days. If the recipient does not download the PDF transcript after several weeks, they should receive a reminder email prior to the expiration date.

3.



**Ask for paper transcripts by mail or by FedEx.** Receiving transcripts by regular post can take five to seven business days, so you may want to consider getting a FedEx delivery if you need the transcripts within two to three days of your request. Most institutions will offer FedEx delivery of official transcripts for a flat fee anywhere in the United States. This fee may be \$10 for the transcript and \$20 for the FedEx shipping.<sup>[6]</sup>

1. If you choose FedEx delivery, your transcripts will be prepared and sent out on the next business day. So, if you requested the transcripts on a Monday night, they will be processed and prepared Tuesday, to be delivered on Wednesday.

4.



**Contact your institution if the transcripts do not arrive on time.** If your transcripts do not arrive at their destination within five to seven days, call your university's enrollment office or go the office in person.

1. If you are expecting the transcripts by mail, they should have a tracking number that can locate the transcripts to determine why you have not yet received them.

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