

TRANSCRIPTS OF RECORD

Transcripts of academic records are available in the Records Office. Students can request that official transcripts be sent electronically to themselves, another institution, or employer. The Records Office website contains the process by which this can be accomplished.

Paper transcripts bearing the seal of the university are ordinarily forwarded from the records office directly to the authorized agencies. However, if you need an official transcript you can receive it in a sealed envelope. These requests, as well, are initiated through the same portal on the Records Office website.

Only requests submitted through the website can be accepted.