Office of the National Registrar Official Transcript Request Form

Please fill out one request form for each address to which you want your transcript sent. You must print the form and follow the directions below. This is not an electronic form.

Please allow 3-5 working days once <u>received</u> for processing. There may be delays during grading periods at the end of each semester. The Office of the National Registrar only provides official transcripts. They are produced on security paper which includes a watermark and the signature of the National Registrar. Unofficial transcripts and scanned transcripts are not provided.

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