

Transcript requests are made electronically. To make a request, please click on the link below:

[Transcript Requests](#)

1. Transcript requests are made electronically using the link above. The fee for a transcript is \$15 for each copy, payable by credit card.
2. Transcripts are typically processed in five business days, although additional time may be required during times of high volume, such as during the beginning and end of each semester.
3. Transcripts may be sent by email, U.S. Mail or FedEx.
4. All Transcripts must be approved for processing by the Office of Student Financial Services. Transcripts will not be processed for a requestor who is on Business Hold or Financial Aid Hold.