

# Transcripts

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## Send a Transcript on Campus

If you're a current student and you need to send a transcript to an **on-campus Alma College department** for an internal scholarship review, please **complete the on-campus request form** and return it to the Registrar's Office.

## Unofficial Transcripts

If you're a current student, you can generate an unofficial transcript in the "Grades" tab of your Student Planning portal. The unofficial transcript will list each course you've taken at Alma College and the credit and grades you received. It will not include any transfer credit and does not include a cumulative grade-point-average.

## Official Transcripts

An official transcript is a legal document of your educational record, which is printed on special paper, and bears the college seal, water markings and the signature of the registrar. It contains a record of all courses you have completed at Alma College, the credit and grades you received, and your cumulative grade-point-average. Your official transcript will also include any transfer work, dual enrollment, International Baccalaureate and Advanced Placement credit counting toward your Alma College degree.

### How to Request

Official transcripts can be delivered directly to you electronically, by mail, or may be picked up in person in the Registrar's Office. Please note that many employers/graduate programs will not accept a document that is not sent directly to them from our office.

Official transcripts can also be delivered to a third party electronically as a secure PDF document with a certified digital signature, or as a printed record mailed by Alma College directly to a third party such as a university or prospective employer. If needed, there is an option during the ordering process to upload any supporting documents that need to be sent with your transcript.

All official transcripts are ordered through Parchment, the trusted third party company that processes and distributes transcripts on the college's behalf.

- **Current students: Order an official transcript**
- **Former students: Order an official transcript**
- **Order an official transcript on behalf of a current or former student**

**View a tutorial** on ordering an official transcript through Parchment.

## **Fees**

Fees are **per transcript** and must be paid at the time of the order. **Important Notice: Overnight orders must be received by 11 a.m. to be guaranteed sent out by 5 p.m. same day.**

- Electronic PDF or Pick Up: \$5
- Standard Mail (USPS): \$7.50
- USPS – International: \$10 (\$5 transcript fee plus \$5 additional fee)
- Fed Ex – Overnight Domestic: \$30 (\$5 transcript fee plus \$25 additional fee)
- Fed Ex – Overnight International: \$52.50 (\$5 transcript fee + \$47.50 additional fee)\*

\*Additional fees may be charged separately for overnight international orders.

## **Processing and Delivery**

- You will receive a confirmation notice when your order is placed and when it is processed for delivery.
- **Transcripts take 1-3 business days to process** (allow extra time during high volume periods).
- If you are on a business office hold your transcripts cannot be released. To avoid charges, please do not submit a request until your hold has been cleared by the Financial Services Office.
- Please verify the contact information of the recipient before finalizing your order. Refunds cannot be given for transcripts that are sent to an incorrect address that was provided by the student.
- International students should contact the Registrar's Office if there are any issues during the order process.