

Transcript Information

Transcript request forms must be sent via **US** mail, or hand delivered to the Registrar's Office. We **DO NOT** accept **FAXED** or **VERBAL** requests.

The transcript request form will be returned to you if you have not **SIGNED** it, if there are **HOLDS** on your record, or if there is insufficient information.

Under federal law we must have your signature to release your transcripts.

Processing time requires 2-3 business days: however, when there is a large volume of requests expect processing time to take longer.

Both undergraduate and graduate transcripts (if appropriate) will be issued unless otherwise specified.

Students are issued official copies only in signed sealed envelopes.

There are no charges for transcripts at this time.

If you need assistance please contact our Transcript Hotline Department at 570-389-5252.

You can access the transcript request form by clicking the link below.

[Transcript Request Form](#)