How do I request a copy of my transcripts?

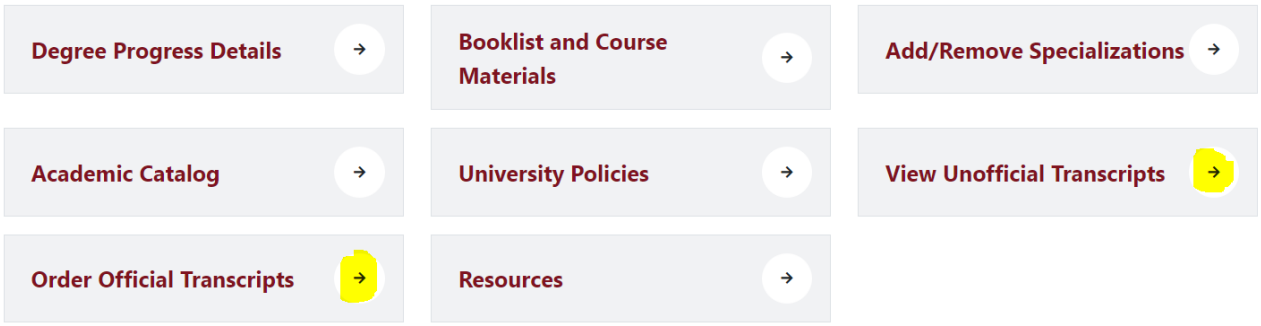
Last Modified on 10/10/2025 2:07 pm MDT

You can access your *unofficial* or *official* transcript from your portal. From the home page of the portal, click **View Unofficial Transcripts**.

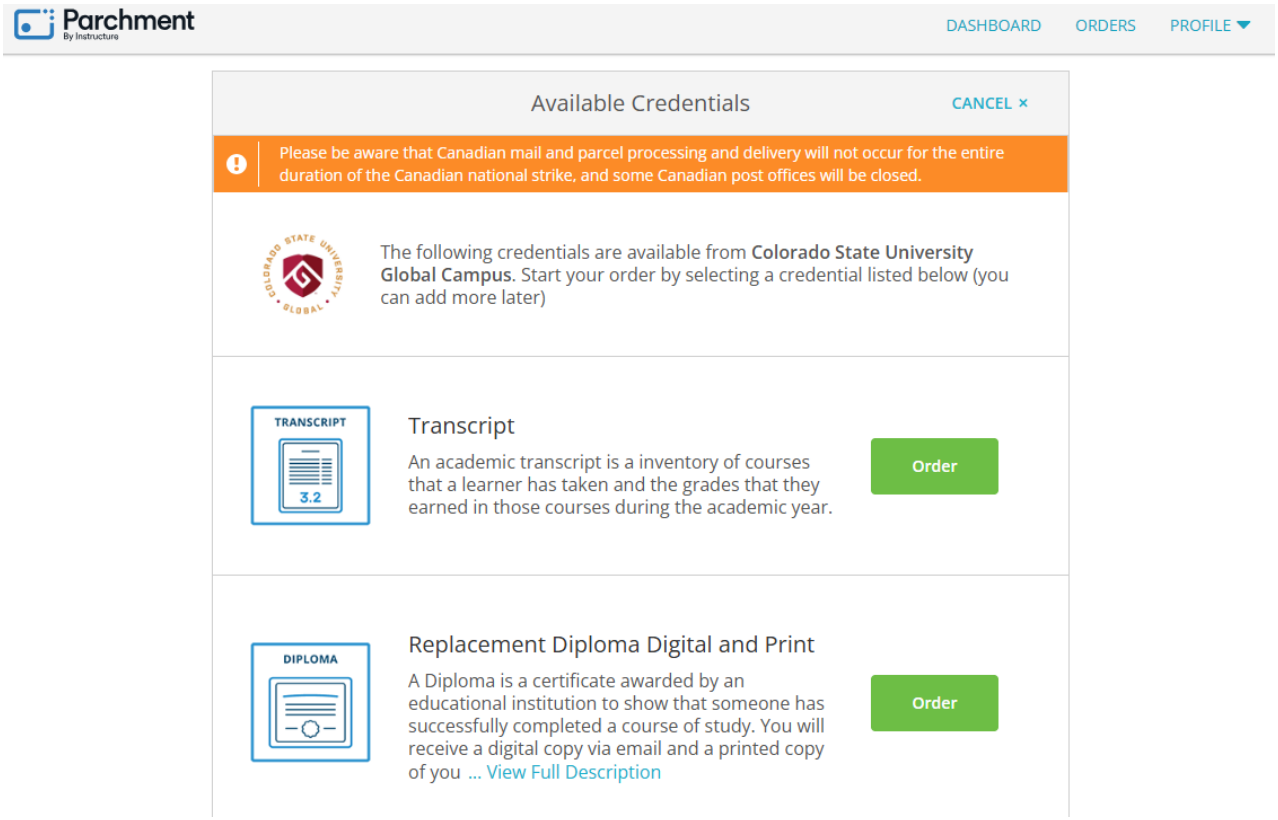
To order *official* transcripts, follow the directions below

Ordering Official Transcripts from your Student Portal:

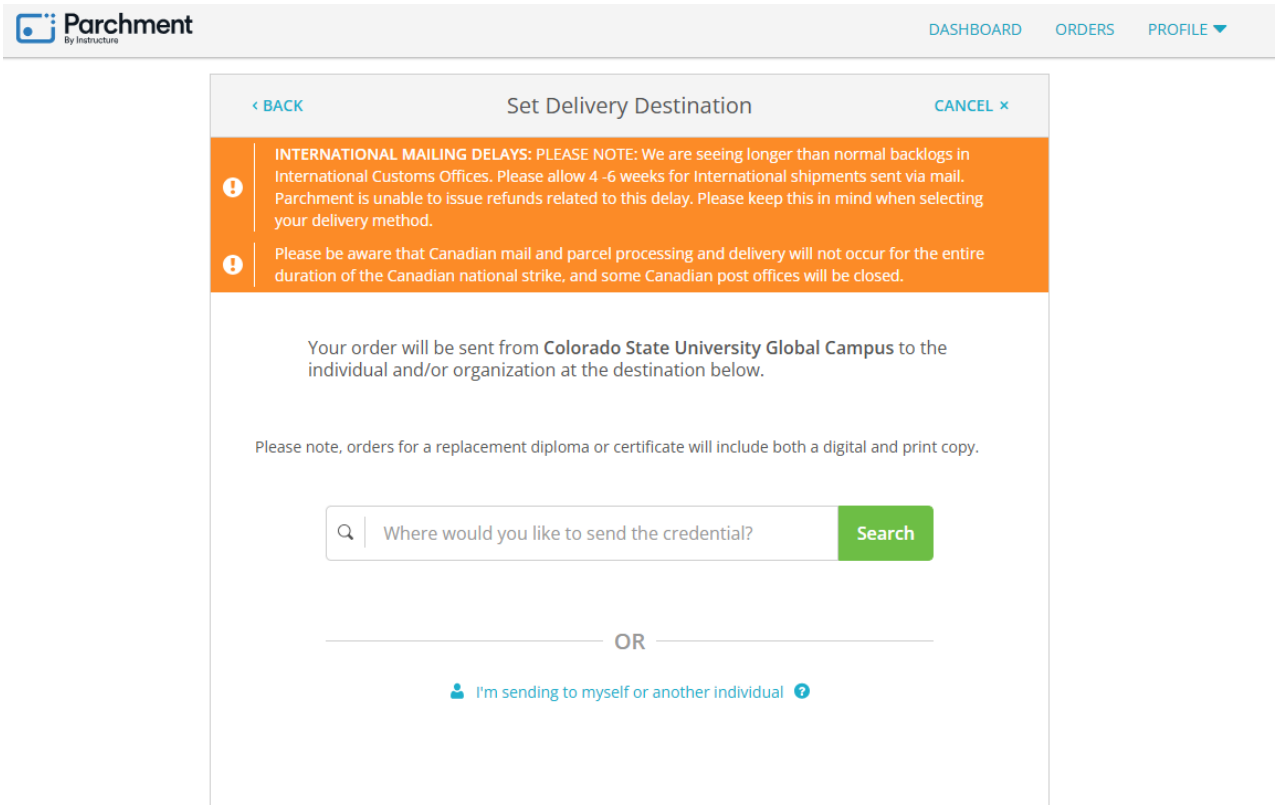
1. In your Student Portal, towards the bottom of the home page, click on **Order Official Transcripts**



2. You will then be taken to the Parchment Exchange transcript request system. If this your first time requesting an official transcript through Parchment, you will need to enter some personal information to create your account. Once you have entered your information, please click on “submit” on the bottom right of the page. You will then be taken to a page listing the "Available Credentials" that can be ordered. Certificates from conferred undergraduate and graduate certificate programs as well as undergraduate or graduate degree diplomas can be ordered here along in addition to official transcripts. Select the desired credential by clicking on the green "Order" button.



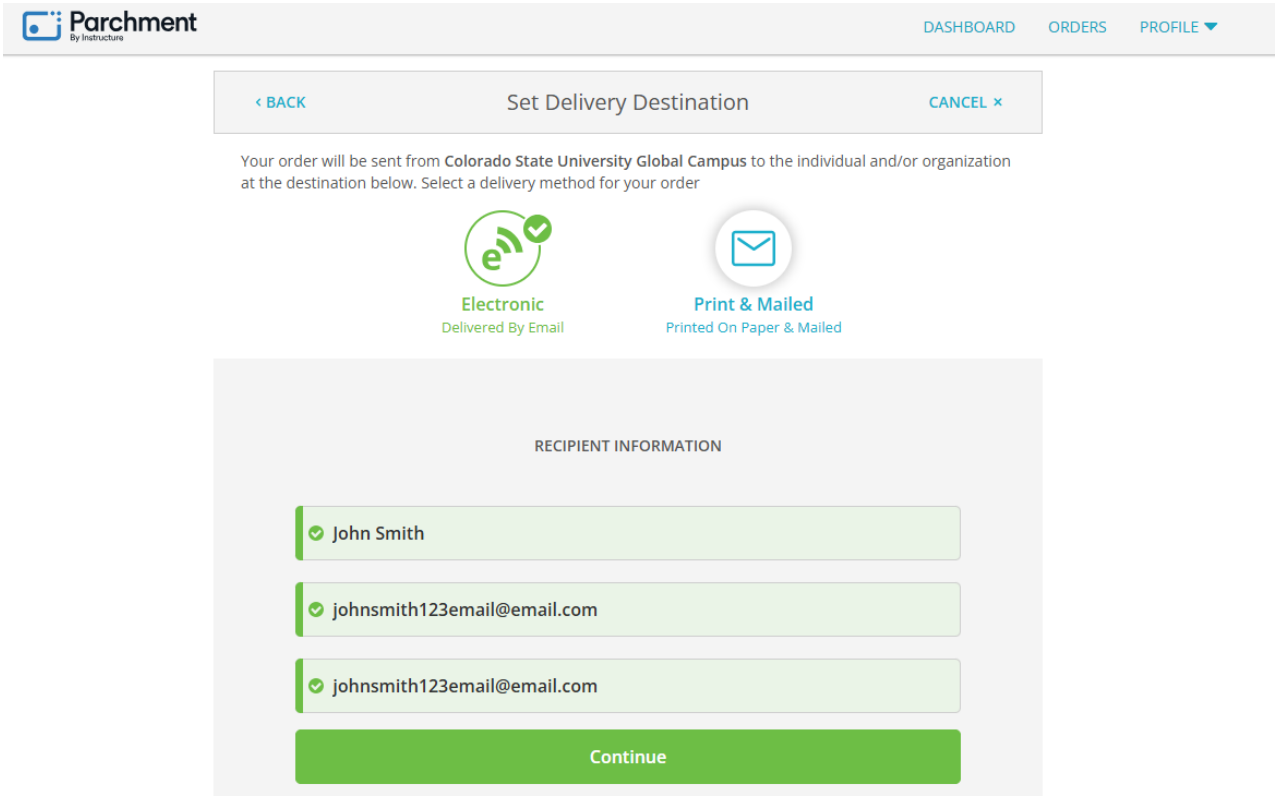
3. Next, please select who or where you would like the transcript to be sent to. If you would like the transcript to go to a school/institution, you may use the 'Search' Function to search and select the appropriate address/recipient to send the transcript to.



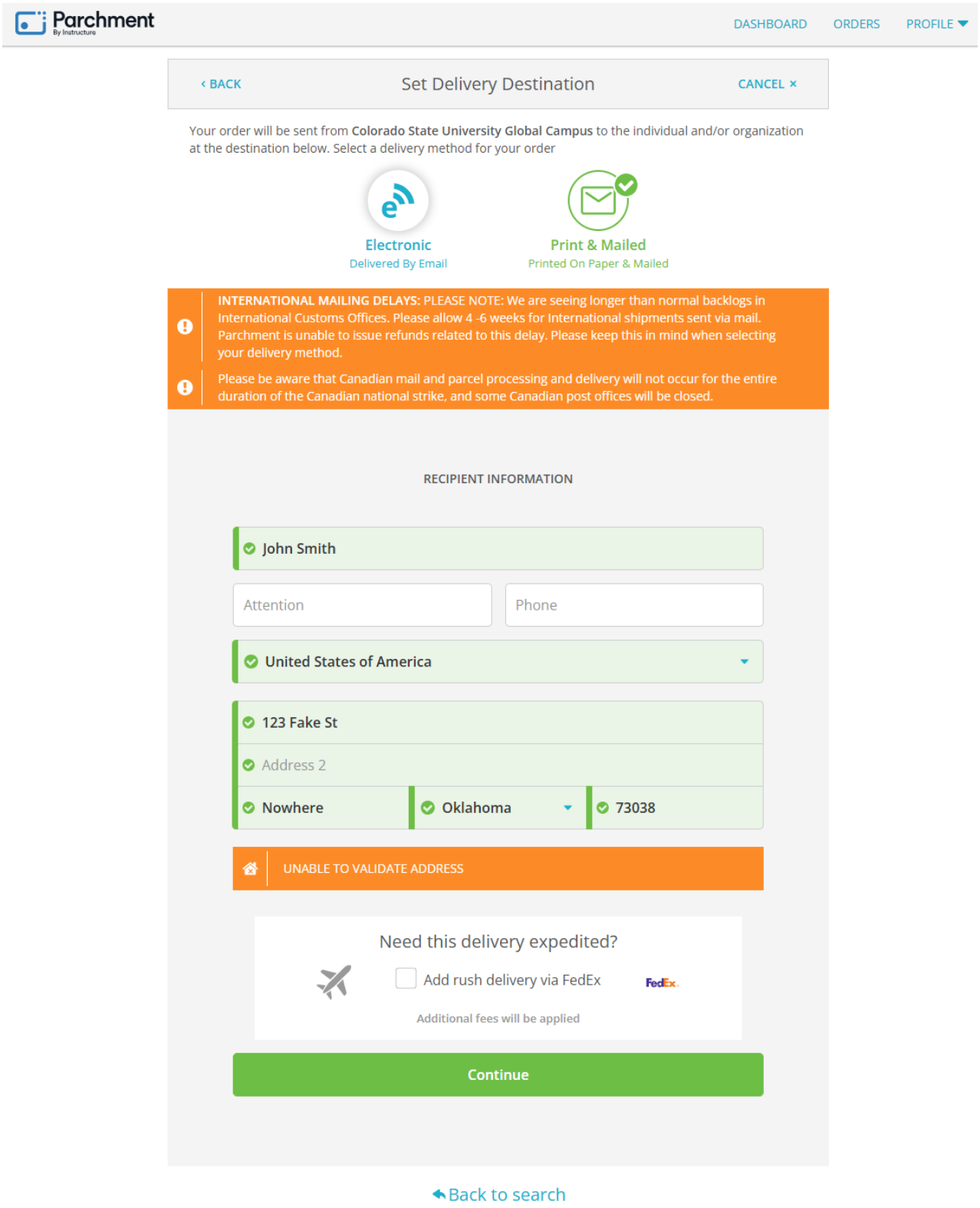
4. If you are sending an official transcript to yourself, select "Send to Yourself, Another Individual,

or Third Party” and then select either “eTranscript” or “Paper Transcript – Mailed”.

electronic:



print & mailed:



NOTE: Once an official transcript is opened, it is no longer considered an official transcript. If you are sending an official transcript to another school/employer, we recommend you select to send it directly to the Third Party as forwarding it yourself is often considered unofficial

5. Once you have identified who the transcript is being sent to, you will need to confirm your delivery method and select “Continue”. This next step will confirm the details of the order such as delivery method and address, as well as fees. In addition to that, there is an option to add attachments to the order to be sent along with the transcript. Individuals placing the order will also

need to sign the electronic consent to release their transcript and proceed by clicking on "Continue".

Please note that the Processing Time will always remain “now” and you cannot request transcripts to be processed in the future. *Please see below for processing fees. Screenshots do not reflect current processing fees.*

Parchment By Instructure

DASHBOARD ORDERS PROFILE

‹ BACK

Item Details

CANCEL ×

TRANSCRIPT 3.2

Transcript

For: John Smith

FROM

Colorado State University Global Campus
Denver, CO

TO

John Smith
johnsmith123email@email.com

Delivery Method: **Electronic**

Credential Fee:	$5.00
Sales Tax:	To Be Calculated
Item Total:	$5.00

* Purpose

Other

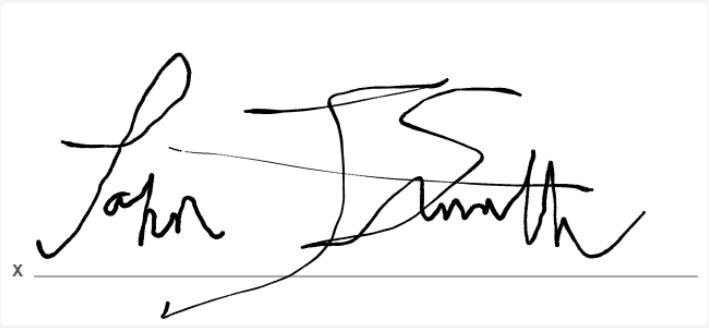
Add An Attachment File

Would you like to add an attachment file? (optional) Add Attachment

Please review the information below pertaining to the type of consent that is required to complete this order.

Sign here with mouse or finger

Clear Signature



Type full name as signed above

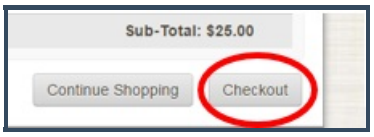
John | J | Smith

* I consent to the disclosure of the credentials and any provided attachments to the delivery recipient, each as I've selected above, and for the purpose identified by me above.

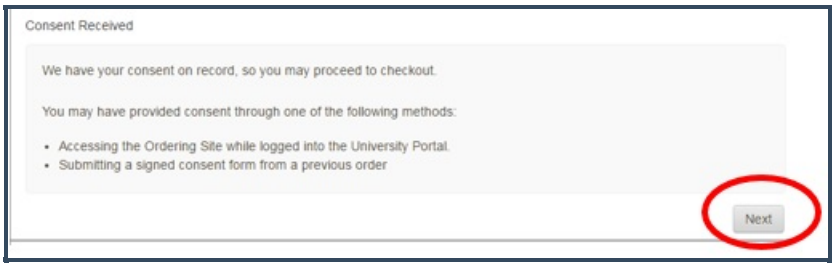
CONTINUE

* All items marked with a red asterisk are required.

6. Transcript Fees/Cost
    a. Electronic Requests = $6
    b. Standard USPS (paper requests) = $9 + s/h
    c. Now (Overnight FedEx) = $9 + s/h
7. If you have a balance due, you will need to confirm your order by clicking “Checkout”.



Then you will need to read the consent and select “Next”.



Confirm the billing address and then click on “Next”. You will then need to verify your order again, select “Confirm” and then you will be redirected to Authorize.Net’s Secure Checkout site to process your payment. All major credit cards (Visa, MasterCard and Discover) are accepted.

NOTE: Your payment must clear before we can process your transcript request. Thus, it may take up to 1 – 2 business days to process your request even if you have selected Overnight FedEx as your delivery method.