

Requesting a Transcript

How do I get an Official Transcript?

- **On-Line:** [Click here](#) or type in getmytranscript.com. The site will walk you through placing an order, including delivery options and fees. Once you place your order you will receive e-mail updates regarding the status of your request.
- **In Person:** Office of the Registrar, Unistrucre Building, MRC 1400. The student's signature and identification is required. Electronic transcripts must be ordered through the National Student Clearinghouse.
- **By Mail:** Request your transcript by sending a written signed request along with a check made payable to Bryant University. Transcripts are \$5.00 per copy. Please identify yourself completely with your name, DOB, dates of attendance and signature. If you are picking up your transcript it may be picked up during normal business hours. Transcripts ordered online will receive an email notification that the transcript request is complete, however, please allow at least 4 hours for processing. Transcript requests that need research or are being mailed have a turnaround time of 3-5 business days. Please note: An official transcript is only official to the recipient. A paper copy must be given to the intended recipient in its original sealed envelope. Electronic transcripts are not transferrable as official transcripts. Mail request to:

Bryant University
Office of the Registrar
1150 Douglas Pike
Smithfield, RI 02917

Can I order my transcript if I have grades or my degree certification pending?

Yes. If you are a Current student and want this semester's grades to appear on your records, please select the "After Grades are Posted" option for the current academic term. If you are completing your degree this semester, please select "After Degree is Awarded". Please note your transcript will run once the end of term processing is complete, usually a few weeks after the close of the term. If you have an incomplete grade or certification was delayed because of the incomplete the transcript will be processed on the end of term completion date. It is your responsibility to inform the Registrar's Office if the order needs to be cancelled due to the delay.

Is there a fee for my transcript?

On-Line Paper Transcripts cost \$5.00 each and there is a \$ 2.25 processing fee charged per recipient. Electronic transcripts (E-PDF) cost \$9.00. *Electronic transcripts are only available to those enrolled since the fall of 2001 at this time.* You may use any major credit card. Your card will only be charged after your order has been completed.

In Person Official Transcripts cost \$5.00 per copy. Visa, MasterCard and American Express Credit/Debit cards are accepted. Electronic transcripts must be ordered through the National Student Clearinghouse.

What if I have a “Hold” on my account?

Transcripts will *not* be issued if there are holds on the student’s record. Please contact the Bursar’s Office regarding any holds on your account. Email bursar@bryant.edu or call 401-232-6030

Can I get an *unofficial copy* of my transcript?

Current students can get an unofficial transcript through their Banner accounts. Login to Banner then under Student Services and Financial Aid go to Student Records. Click on Academic Transcript. Unofficial transcript are not available to past students or alumni.

What is the difference between an official and unofficial transcript?

An **official transcript** is the university's certified statement of your academic record. The official paper transcript is printed on security sensitive paper and contains the university seal and signature of the University Registrar. Official transcript is only official to the recipient. A paper copy must be given to the intended recipient in its original sealed envelope. An official transcript will no longer be considered official if opened by a student, so if you are requesting an official transcript, DO NOT OPEN IT. An **unofficial transcript** does not have university seal and the signature of the university registrar. If the paper copy is not in the original sealed envelope the transcript is considered unofficial. An electronic transcript is not transferrable as official transcript. Current students can print an unofficial transcript through their Banner Account.

Can I get an official electronic pdf version of my transcript?

Electronic PDF Version can be ordered through the [Clearinghouse secure site](#) and available to those enrolled since the fall of 2001. If sending an electronic transcript please make sure the recipient is willing to accept an electronic copy. Bryant University cannot reissue or refund electronic transcripts that are not retrieved.

Does my electronic transcript ever expire?

Yes. The transcript link sent in the email is only accessible for 30 days from the date the transcript was originally sent.

Can I save the electronic transcript on my computer?

Your electronic transcript can be downloaded for up to 30 days after it is originally sent. It is the responsibility of the recipient to download the transcript within the allotted time. If you wish to

retain a copy of the transcript you must print a copy to save for your records. This would be considered an unofficial transcript.

What if I can't open my pdf version of my transcript?

You must have the correct version of Adobe Reader (see the required software and versions on our System Requirements page). Please install the required version of Adobe Reader before you attempt to open your electronic transcript. To download the free version of Adobe Reader, visit www.adobe.com.

Can I print a copy of my transcript from my Banner Account?

Current students can get an unofficial transcript through their Banner accounts. Login to Banner then under Student Services and Financial Aid go to Student Records. Click on Academic Transcript. This would be an unofficial copy of your transcript.

Can a transcript be faxed?

We do not fax official transcript. Faxing official transcript would deem the record "unofficial".

When can I pick up my transcript?

If you are *picking up your transcript* it may be picked up during normal business hours. Transcripts ordered online will receive an email notification that the transcript request is complete, however, please allow at least 4 hours for processing. Transcript requests that need research or are being mailed have a turnaround time of 3-5 business days.

My transcript hasn't been received yet, what should I do?

Contact the Office of the Registrar during normal business hours.