Please Note: Edinboro University recommends the use of Internet Explorer when completing an online transcript request. Chrome and Firefox may have compatibility issues. Additionally, some public or worksite computers may block submission.
Select a mailing address

- If you need to send your transcript to another school, and you don't know the school code, please click on the “Look Up College Code” box and follow the prompts.
- Use the “One of your Addresses” if requesting the transcript to be sent to yourself.
- Please indicate in the “Issue To” box the FAX number if choosing fax service or To whom the transcript is issued to.

Notes Below:

<table>
<thead>
<tr>
<th>#1</th>
<th>External College Code: [Look Up College Code]</th>
</tr>
</thead>
<tbody>
<tr>
<td>#2</td>
<td>One of Your Addresses: None</td>
</tr>
<tr>
<td>#3</td>
<td>Internal College: None</td>
</tr>
<tr>
<td>#4</td>
<td>Issue to:</td>
</tr>
</tbody>
</table>

[View Holds | Academic Transcript]

1 - External College Code - Use this options to mail transcripts to a College, University, or other Post-Secondary School. Have full destination mailing address before proceeding.
2 - One of Your Addresses - Use this option to mail transcripts to yourself. Can select from any mailing address previously on file. Choose closest address and “Continue”. Can change mailing address on next page.
3 - Internal College - Use this option to mail transcripts to Edinboro University recipients. If no options match, select “No College Designated” and “Continue”. Can fill in recipient and change mailing address on next page.
4 - Issue To - Use this option to fax transcripts or mail transcripts to any person, organization, company, etc. not covered by the other three options. If having transcripts mailed, enter the person, department, company, etc. the transcripts should be directed to. If having transcript faxed, enter the person, department, company, etc. a paper copy should be mailed too as a mailed copy is included with the fax-option cost.

If selected options #2, #3, or #4, skip to Page 4 “Select Transcript Type”. Otherwise continue.

Select a State if the College/University is in the United States

Select a County if the College/University is not in the United States
Select a City

Select the College/University
Select Transcript Type

Please select the transcript type and the course level (undergraduate or graduate).

Note that if you need both undergraduate and graduate transcripts, you will have to request each separately.

Transcript Type (#1):
- Official Transcript: Sent by postal mail - $4
- Official Transcript-RUSH: Sent by postal mail by 1pm next business day - $10
- Official Transcript-FAX: Unofficial copy faxed, RUSH postal mail of official included - $12

Course Levels (#2):
- Undergraduate - For undergraduate classes
- Graduate - For graduate classes

College Name / Issued To (#3) - Name of College or person transcripts are being issued too.

Street Line 1 (#4) - Fax number if being faxed otherwise first line of mailing address

#5 - #10 — Mailing address transcripts should be sent too.

#11 - #14 — Current phone number of student or alumni.
**Transcript Request Information**

Number of copies of transcripts to be sent: 
- **Always “Yes”**

### Number of Copies (Up to 999): 
- 1

**Official Transcript:**  
- Yes

**In Progress Cut-off Term:** 
- None

**Print Transcript:** 
- As soon as possible

**Delivery Method:** 
- Standard Mailing $4 each $4.00 per copy

- “As soon as possible” - Immediately
- “Hold for Grades” - Wait for current semester grades
- “Hold for Degree” - Wait until degree is awarded

---

**Transcript Request Charges.**

- Choose Level: 
  - “UG” for Undergraduate
  - “GR” for Graduate/Masters

- Payment Total: $4.00
- Payment Method: UG Transcript Standard Process

---

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Transcript Request Confirmation

Confirm all information is correct. If any information needs changed, go back, edit, and resubmit. Payment will be required on subsequent pages.

<table>
<thead>
<tr>
<th>Issued to:</th>
<th>Mercyhurst University</th>
</tr>
</thead>
<tbody>
<tr>
<td>Street:</td>
<td>501 East 38th Street</td>
</tr>
<tr>
<td>City:</td>
<td>Erie</td>
</tr>
<tr>
<td>State or Province:</td>
<td>Pennsylvania</td>
</tr>
<tr>
<td>Zip or Postal Code:</td>
<td>16546-0001</td>
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<tr>
<td>Nation:</td>
<td>United States</td>
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<tr>
<td>Course Levels:</td>
<td>Undergraduate</td>
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<tr>
<td>Copies Ordered:</td>
<td>1</td>
</tr>
<tr>
<td>Official Transcript:</td>
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<tr>
<td>Delivery Method:</td>
<td>Standard Mailing $4 each</td>
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<tr>
<td>Cost of Order:</td>
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<tr>
<td>Payment Method:</td>
<td>UG Transcript Standard Process</td>
</tr>
<tr>
<td>Print Transcript:</td>
<td>As soon as possible</td>
</tr>
</tbody>
</table>

Submit Request

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