

# Ordering an Official Transcript

## Official Transcript Requests

A student can request an official transcript in person in the Office of the Registrar or online. CHSU offers online ordering for secure electronic transcripts as well as for mailed (paper) transcripts through the online transcript service provider, Parchment. Additional fees apply for specialized transcript mailing services (i.e., certified mail, international mail, express mail). Please refer to the [Registrar's webpage](#) on ordering official transcripts for fee information.

Students may view their unofficial transcript online by logging on to their student portal in SONIS. Unofficial transcripts do not bear the seal of the University nor the signature of the Registrar and is marked unofficial.

**To place an order for an official transcript through the online service, [click here](#).**

Alumni, current and past students can select to have an official transcript sent electronically, by mail, expediated mail, or picked up in person. The fee for an official transcript to be sent electronically or picked up in person is \$10.00. Official transcripts that are mailed or expediated are \$10.00 plus additional mailing charges.

## Transcripts for Licensing and Examination Boards

A complimentary official transcript will be sent to the state licensing boards at the graduate's request upon graduation. Please complete and submit the **Graduate Transcript Release Form** with your **Graduation Petition Form**.