

Transcript Ordering Information

Please read the following before ordering a transcript: Make sure that all of your courses have been recorded and are on your unofficial transcript before ordering (see instructions on how to view your unofficial transcript below). All financial obligations and holds must be cleared and the appropriate fees received before a transcript request can be processed. A transcript cannot be ordered by phone or email; it can only be ordered through your mySUU Portal or in person with proper ID.

If you have any technical difficulties logging into your mySUU Portal or forgot your login information, you will need to contact the SUU IT Help Desk for technical support. When calling, simply state, "I need help accessing my mySUU Portal." SUU IT Help Desk Phone: 435-865-8200

Requesting an Official Transcript: Log into the mySUU Portal using your SUU username and password (this is the same username and password you use to log onto a campus computer). Once you are in your mySUU Portal, navigate to the Resources tab and click "Order Transcripts/Replacement Diploma" to be redirected to the Parchment website.

Parchment: Please note that Parchment is a third-party vendor; SUU does not have access to their internal systems. If you experience any technical issues or have trouble creating a Parchment account, you will need to contact the Parchment IT Help Desk directly at 847-716-3005. Once you've created or logged into your Parchment account, you are ready to place an order for your transcript.

You will have three options to choose from:

- Transcript
- Transcript Mailed

- Replacement Diploma

Choosing the first option (**Transcript**) provides an official, electronic PDF that is typically delivered to its destination within a matter of hours on the same day.

If you choose the second option (**Transcript Mailed**), your document will be sent via USPS and may take 1 to 2 weeks to arrive at its destination.

Transcript Fees for Official Transcripts:

- Electronic: \$11
- Printed: \$11

Delivery Options:

- USPS: \$0
- FedEx (Domestic): \$20
- FedEx (International): \$60 (*NOTE: Students are responsible for any additional charges assessed to send a document internationally beyond this amount.*)

In-Person Transcript Request: You are welcome to come in person to obtain a transcript. First, pay at the Cashier's Office to receive a receipt. Then, take your receipt and ID to the Registrar's Office to get your transcript (the offices are located next to each other). Address: Cashier's/Registrar's Office, Southern Utah University, Sharwan Smith Center, 351 W University Blvd, Cedar City, UT 84720

Unofficial Transcript: You can view and print your unofficial transcript at any time, completely free of charge. To view your unofficial transcript:

1. Log into your mySUU Portal.

2. Use the link that says "Student Menu" (typically on the bottom left on desktop and in the "Banner" dropdown menu on mobile).
3. Select "Academic Transcript."
4. Choose the level and type you would like.
5. You can print this by selecting the print option on your computer.

SUU has a Transcript Specialist available to help. If you have any questions or concerns, please email transcripts@suu.edu and include your name and or T-number.