REQUEST TRANSCRIPT

Ordering just got easier

Order online with Parchment
We’ve partnered with Parchment, a leading company in secure transcript delivery, so current and former students can easily order and track their transcripts with a few clicks of the mouse. You can order anytime, without picking up the phone or setting foot on campus.

Choose how it’s sent
Parchment lets you decide how your transcript is delivered.

Online
Choose electronic delivery to get your transcript where it needs to go, faster. The recipient receives an email with a link to a secure web page where they can download your electronic transcript.

By mail
A printed copy of your transcript will be mailed and delivered by USPS. You can also have your transcript shipped overnight by FedEx, as long as the destination isn’t a PO box. Keep in mind that FedEx doesn’t deliver on the weekends.

Fees and delivery times
How much you pay depends on the type of transcript and delivery you choose. Here’s a breakdown of the fees:

<table>
<thead>
<tr>
<th>Cost</th>
<th>Delivery times¹</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email: Electronic transcript sent as a secure PDF²</td>
<td>At the speed of email</td>
</tr>
<tr>
<td>$10.00</td>
<td>5–7 days</td>
</tr>
<tr>
<td>Mail: Paper transcript</td>
<td>7–10 days</td>
</tr>
<tr>
<td>$12.50 domestic delivery</td>
<td>Overnight</td>
</tr>
<tr>
<td>$15.00 international delivery</td>
<td>Overnight</td>
</tr>
<tr>
<td>$35.00 expedited domestic delivery</td>
<td>Overnight</td>
</tr>
<tr>
<td>$57.70 expedited international delivery</td>
<td>Overnight</td>
</tr>
</tbody>
</table>

¹Order must be processed before it can get delivered, which takes less than 24 hours.
2Parchment is FERPA-compliant and follows all federal regulations for the privacy of educational records.

Ordering tips

Order sooner rather than later
If you order your transcript at the end of the quarter, it may not include final grades for the term. To ensure a complete transcript, you should avoid ordering for 14 days after the end of the quarter. This includes the last week of class through the week after the end of the term.

Take care of holds
If you have an outstanding balance with Strayer University or have not met a particular enrollment requirement, your official transcript will be put on hold and you won’t be able to get a copy. Contact Student Services at 1.844.727.4357 to check the status of your account and take care of any holds before you order.

Factor in processing fees
You’ll pay a processing fee every time you order an official transcript. If you’d like your transcripts sent to multiple institutions, you’ll need to make separate requests. You can use a credit card, debit card, or Visa gift card to pay these fees.

Keep your transcript handy
Once you’re in the platform, you’ll be able to store a copy of your transcript in your Parchment account. You won’t be able to mail it, but you’ll have it there for reference.

Unofficial transcripts
You can always request an unofficial transcript free of charge by emailing the registrar team at registrar@strayer.edu. Keep in mind that unofficial transcripts do not include the registrar’s signature or the school seal.

Ordering a transcript through Parchment
1. Go to our Parchment page.

2. Create a new account (or sign in if you already have an account).

3. Follow the on-screen instructions.

Still have questions?
For more information about requesting your official transcript, view Parchment’s frequently asked questions or watch this video tutorial. If you can’t find the answers you need, don’t hesitate to reach out to us.