

## Transcript Requests

The University has an online transcript ordering and delivery system. Transcripts can easily be ordered as secure PDFs (e-transcripts) or paper transcripts, and be sent by mail, or by rush delivery. Alternatively, transcripts may be ordered in person over the counter at the University Registrar's Office (G-3 Thackeray Hall).

Before transferring credits to other academic institutions, students should contact their student records offices to find out their preferred transcript formats.

For more information on how to order or pick up a transcript, please visit the University Registrar's Office website at [www.registrar.pitt.edu/transcripts.html](http://www.registrar.pitt.edu/transcripts.html) or call **412-624-7635**.

Helpful hints when submitting an order online:

1. Go to the Registrar's page at [www.registrar.pitt.edu/transcripts.html](http://www.registrar.pitt.edu/transcripts.html), click "Ordering Official Transcripts," and click the link for "Former Student."
2. Create an account with an email address and a password for this site. This is similar to creating an online shopping account.
3. Fill out the general information page:
  - a. Enter the true dates of participation in CHS courses for the "Year Last Attended" and "Dates Attended" boxes.
  - b. Enter Bachelor's or College in High School for "Degree Sought."
  - c. Enter PIT for "Campus."
4. Submit the new account information and proceed for payment and delivery options.