

# TRANSCRIPT REQUESTS

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Transcript: \$8.00 each request

- All official transcripts requests are handled through the National Student Clearinghouse (<https://www.studentclearinghouse.org/>). Transcripts can be sent electronically by mail or in paper format by USPS mail. If a student selects the paper format and would like to pick it up on campus, please contact the Office of the Registrar as soon as the order is placed at registrar@cuchicago.edu .
- A transcript order is defined as a request for an official transcript to each destination/address; each separate destination/address constitutes a separate order. Each transcript is \$8.00 per copy and is available as an electronic transcript or hard-copy transcript. All administrative obligations to Concordia University Chicago must be cleared in order to prompt the release of CUC transcripts and diplomas.