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# Transcripts

View your unofficial transcript or order an official transcript 24/7 through your [student portal](#). A transcript fee of \$7.00 (plus applicable state tax) per official transcript is required. This fee is payable by credit/debit card, check, or money order only. Cash payments will not be accepted.

Before ordering your official transcript, review your unofficial transcript to make certain all coursework and grades have been posted to your record.

For expedited delivery, request an electronic transcript or pay an additional fee for overnight delivery of a paper transcript. Some limits apply with overnight deliveries.

To order transcripts by phone, fax or mail call the Office of Admissions and Records Support Center (ARSC) at 800.866.3919 during regular business hours. International calls can dial 480.446.4600 or 602.557.4600.

ARSC business hours:

6:00am – 5:00pm Monday through Friday

Please have this information on hand when calling:

- Student first and last name
- IRN or last 4 digits of Social Security Number
- Address where transcript will be mailed
- The number of transcripts requested
- Daytime telephone number
- Payment/billing information (for official transcripts only)

If you're near Phoenix, Arizona you can pre-order and pick up your transcript with a photo ID.

**Please be aware that once your transcript request has been submitted, it is final. No refunds will be issued for overnight deliveries or official transcript fees.**

## Frequently asked questions

### I have a form that needs to be included with my transcript; what should I do?

When you make the transcript request to the Office of Admissions and Records Support Center, they'll give you a fax number. Or, you can mail the request and include the form.

### Will my transcript show that I have my degree?

Yes, if your degree was added to your records at the time of processing. You'll find the degree on the lower portion of your transcript.

If you would like a degree posted transcript, please make sure that your degree has been added prior to ordering. Contact the Office of Admissions and Records Support Center at 800.866.3919 if you would like to know when your degree will be posted.

### My name has changed. How do I change it on my transcript?

Please bring legal documentation to your campus. When the document has been received by the Registrar's Office, your new name will be added to your records.

### I was told I could not order my official transcript because of fees due on my account, is this true?

Students will need to be in compliance with their University of Phoenix financial plan to be eligible for official transcripts.

## More about being a student

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<a href="#">GRADUATION</a>	<a href="#">DISABILITY SERVICES</a>

## Your future begins here

Position yourself for success at an accredited university where you can work toward your future one course at a time. Fill out a request form and we'll help you start on the right track.

Area Of Interest

Business & Management

Learning Format

Online

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