

Ordering a Purdue University Transcript Online

- If this is your first time to request transcripts through Purdue West Lafayette's secure Transcript Request System, you will need to register for a new account. You will use one of your personal email addresses and create your own password.
- If you encounter any issues while using a smart phone, we recommend using a Mac, PC, or laptop.
- Requests through the Purdue West Lafayette system are processed the same day for electronic (emailed) transcripts and within one to three business days for paper (US Mail or FedEx delivered) transcripts.
- Official transcripts are provided free-of-charge by the Registrar's Office on the West Lafayette campus; however, fees are associated with special delivery methods.
- Each student/alumnus is limited to 10 transcripts per request and 50 transcripts per semester. Differing attachments or notes to recipients or to the Purdue West Lafayette Registrar necessitate separate requests.
- The online transcript system will accept a maximum of two attachments to be included in the distribution of your transcript. Attachments must be in one of the following formats: Word, Excel, or .pdf. Examples of attachments would be completed forms or letters for the recipient.

To request a Transcript from Purdue University online, go to <http://www.purdue.edu/registrar>

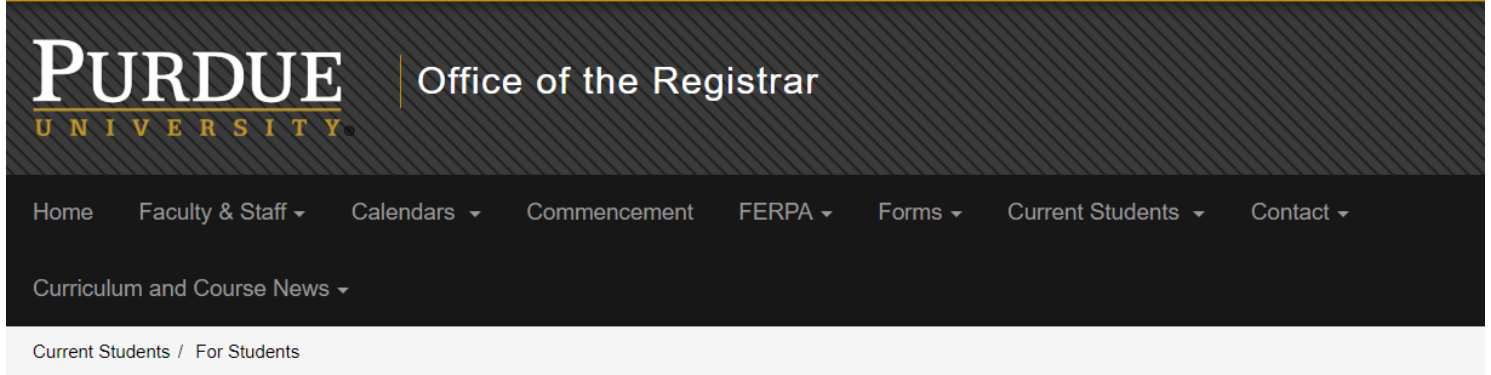
- Click on the box labeled **Transcripts**.



The screenshot shows the Purdue University Office of the Registrar website. At the top, there is a navigation bar with links for 'Apply', 'News', 'President', 'Shop', 'Visit', 'Give', and 'Emergency'. Below this is the 'PURDUE UNIVERSITY' logo and the 'Office of the Registrar' title. A secondary navigation bar includes links for 'Home', 'Faculty & Staff', 'Calendars', 'Commencement', 'FERPA', 'Forms', 'Current Students', and 'Contact'. Below the navigation is a large banner image of a lecture hall with a yellow arrow pointing to a 'TRANSCRIPTS' button in a grid of service tiles. The grid also includes 'CALENDAR', 'MYPURDUEPLAN', and 'CHANGE YOUR MAJOR'. Below the banner is a 'Welcome to the Office of the Registrar' section with a brief description of services. At the bottom, there are several columns of links for various university services and resources.

Ordering a Purdue University Transcript Online

➤ On the page that appears click the link [Transcript Request System](#).



- Academic Status
- Add/Drop Courses
- Change of Curricula
- Credit Evaluation
- Enrollment Certifications
- Enrollment Certification Form
- Holds
- myPurdue Proxy
- Personal Directory Information
- Registration Add Errors
- Registration Information
- Transcripts
- Transcript Quick Reference Guide
- Voter Registration

Transcripts

Ordering a Transcript

If you are currently enrolled at the Purdue West Lafayette campus or a Polytechnic Statewide location, you may submit your request directly on [myPurdue](#) under the Academic tab.

If you are a current or past Purdue Global (formerly Kaplan University) student, please e-mail registrar@purdueglobal.edu.

Alumni and former students from West Lafayette, Calumet (Purdue Northwest), Fort Wayne, North Central (Purdue Northwest), or a Polytechnic Statewide location with attendance in 1968 to the present may use the online [Transcript Request System](#). **Alumni and former students will need to register a new account to access the online transcript request system.**

Transcripts are also available in person in room 45, Hovde Hall, at the West Lafayette campus. This is not a service available to PurdueGlobal students or former students. Office hours are Monday through Friday, 8 a.m. to 5 p.m. Eastern time, excluding university holidays. Photo identification is required when making the request in person.

- Online requests are processed within one to three business days.
- Official transcripts are provided free-of-charge by the Office of the Registrar.
- Each student/alumnus is limited to 10 transcripts per request and 50 transcripts per term.
- The online transcript system will accept attachments to be included in the mailing of your transcript. Attachments must be in one of the following formats: Word, Excel, or .pdf
- If your request requires the transcript to be mailed in a special envelope, you should come directly to Room 45, Hovde Hall, so your request can be handled in person.
- **Purdue West Lafayette or Purdue Polytechnic Statewide Only:** For transcripts that require currently enrolled courses (for which grades have yet to be posted) or candidate for graduation (degree status does not indicate awarded), the production of your transcript can be delayed. Be sure to include this on your request form.
- Questions? Refer to the [Quick Reference Guide](#) regarding the eTranscript online ordering system or send an e-mail to transcripts@purdue.edu.

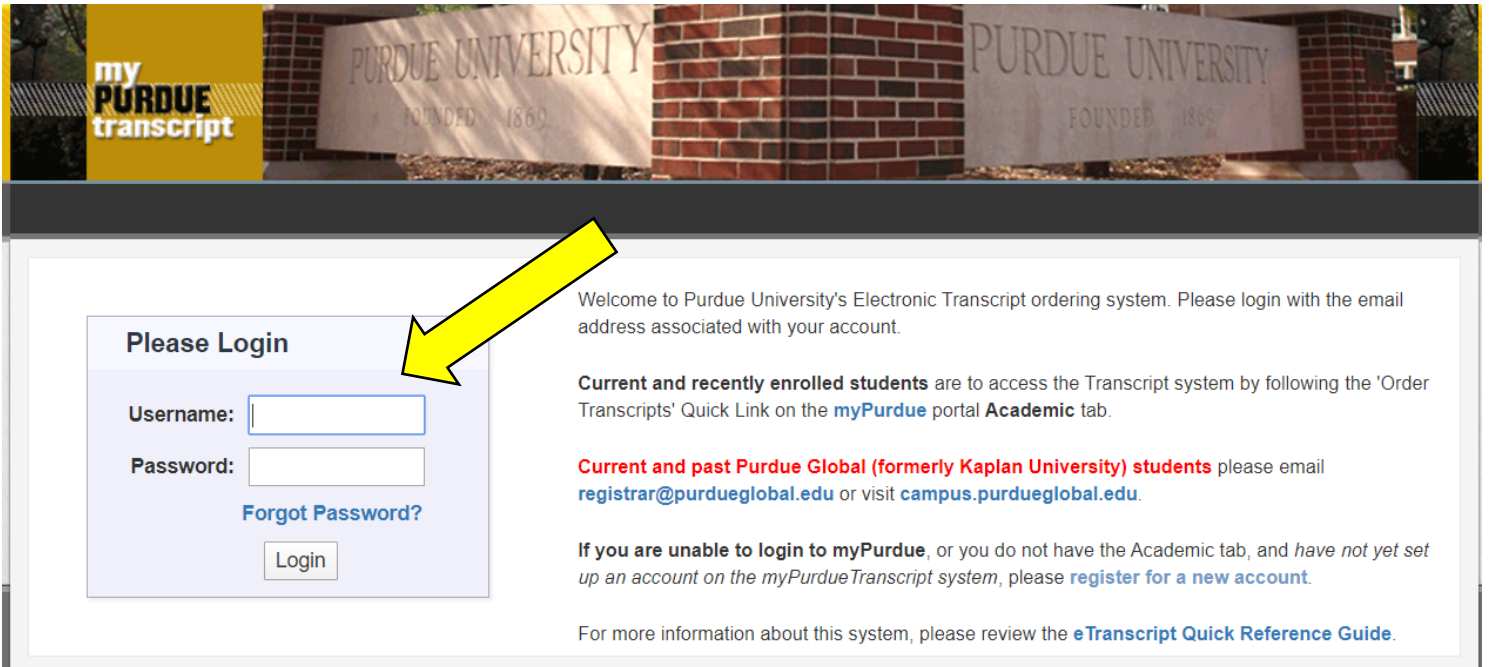
If you cannot submit a request via the options above, you may contact a customer service team member for assistance at (765) 494-6165.

If you are a new user of the Transcript Request System, proceed to [page 4](#) of this document now.

Repeat User of Transcript Request System

Ordering a Purdue University Transcript Online

If you are a repeat user of Purdue West Lafayette's transcript request system and have retained your username and password, enter those credentials on this page in the Login box. For next steps, skip to [page 9](#) of this document.



my PURDUE transcript

Please Login

Username:

Password:

[Forgot Password?](#)

Welcome to Purdue University's Electronic Transcript ordering system. Please login with the email address associated with your account.

Current and recently enrolled students are to access the Transcript system by following the 'Order Transcripts' Quick Link on the [myPurdue](#) portal **Academic** tab.

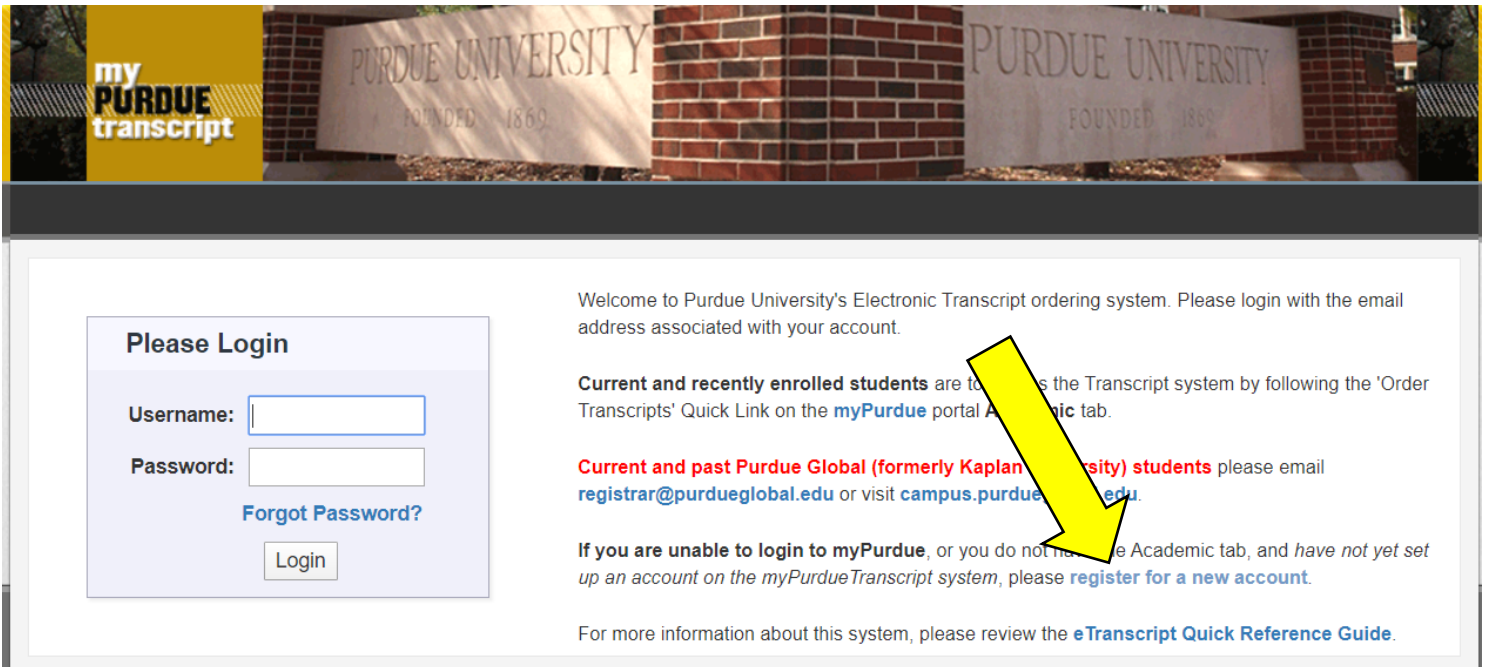
Current and past Purdue Global (formerly Kaplan University) students please email registrar@purdueglobal.edu or visit campus.purdueglobal.edu.

If you are unable to login to myPurdue, or you do not have the Academic tab, and *have not yet set up an account on the myPurdueTranscript system*, please [register for a new account](#).

For more information about this system, please review the [eTranscript Quick Reference Guide](#).

First Time User - Ordering a Purdue University Transcript Online

- On the page that appears, click the link [Register for a New Account](#).



Welcome to Purdue University's Electronic Transcript ordering system. Please login with the email address associated with your account.

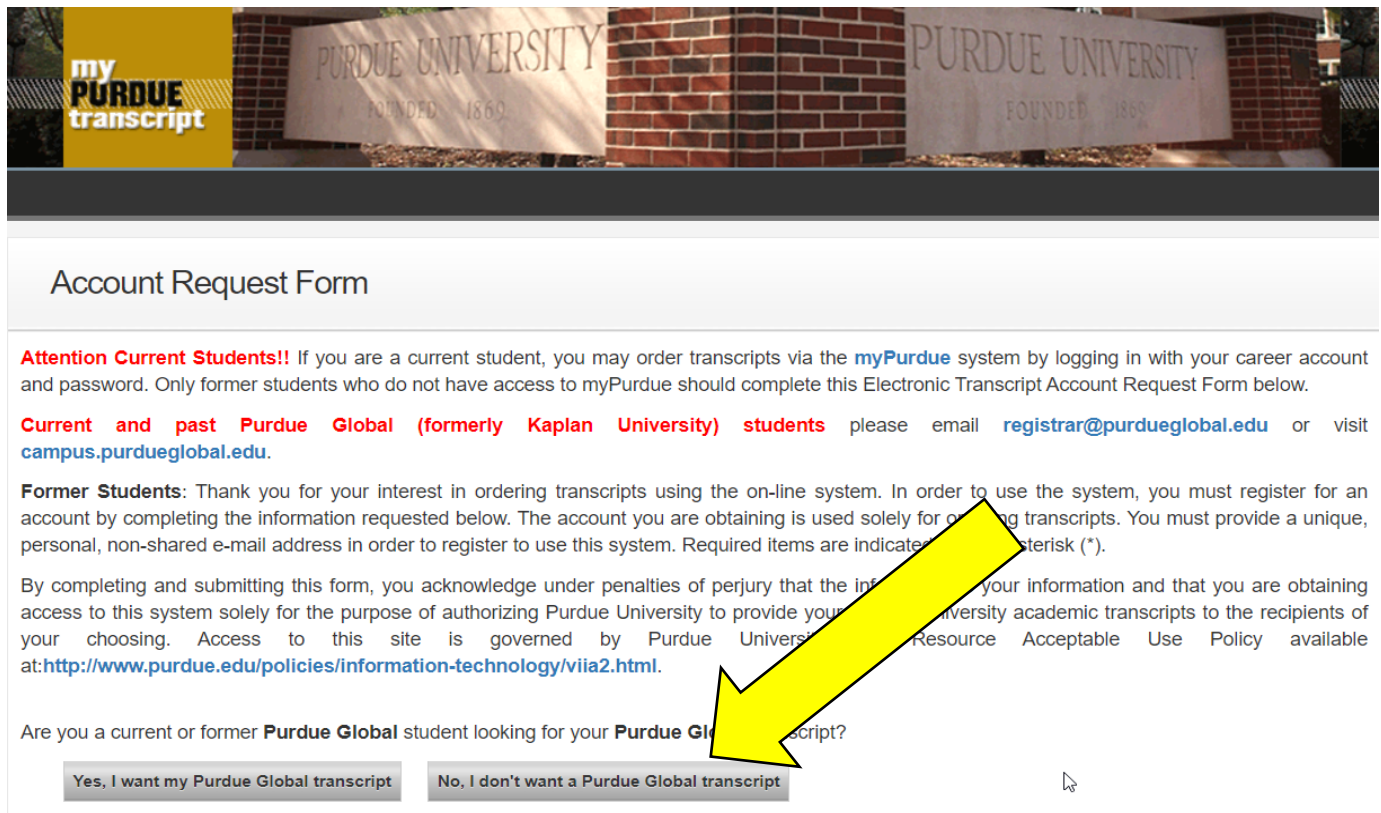
Current and recently enrolled students are to use the Transcript system by following the 'Order Transcripts' Quick Link on the [myPurdue](#) portal Academic tab.

Current and past Purdue Global (formerly Kaplan University) students please email registrar@purdueglobal.edu or visit campus.purdue.edu.

If you are unable to login to myPurdue, or you do not have the Academic tab, and have not yet set up an account on the myPurdueTranscript system, please [register for a new account](#).

For more information about this system, please review the [eTranscript Quick Reference Guide](#).

On the next page click the box [No, I don't want a Purdue Global transcript](#)



Account Request Form

Attention Current Students!! If you are a current student, you may order transcripts via the [myPurdue](#) system by logging in with your career account and password. Only former students who do not have access to myPurdue should complete this Electronic Transcript Account Request Form below.

Current and past Purdue Global (formerly Kaplan University) students please email registrar@purdueglobal.edu or visit campus.purdue.edu.

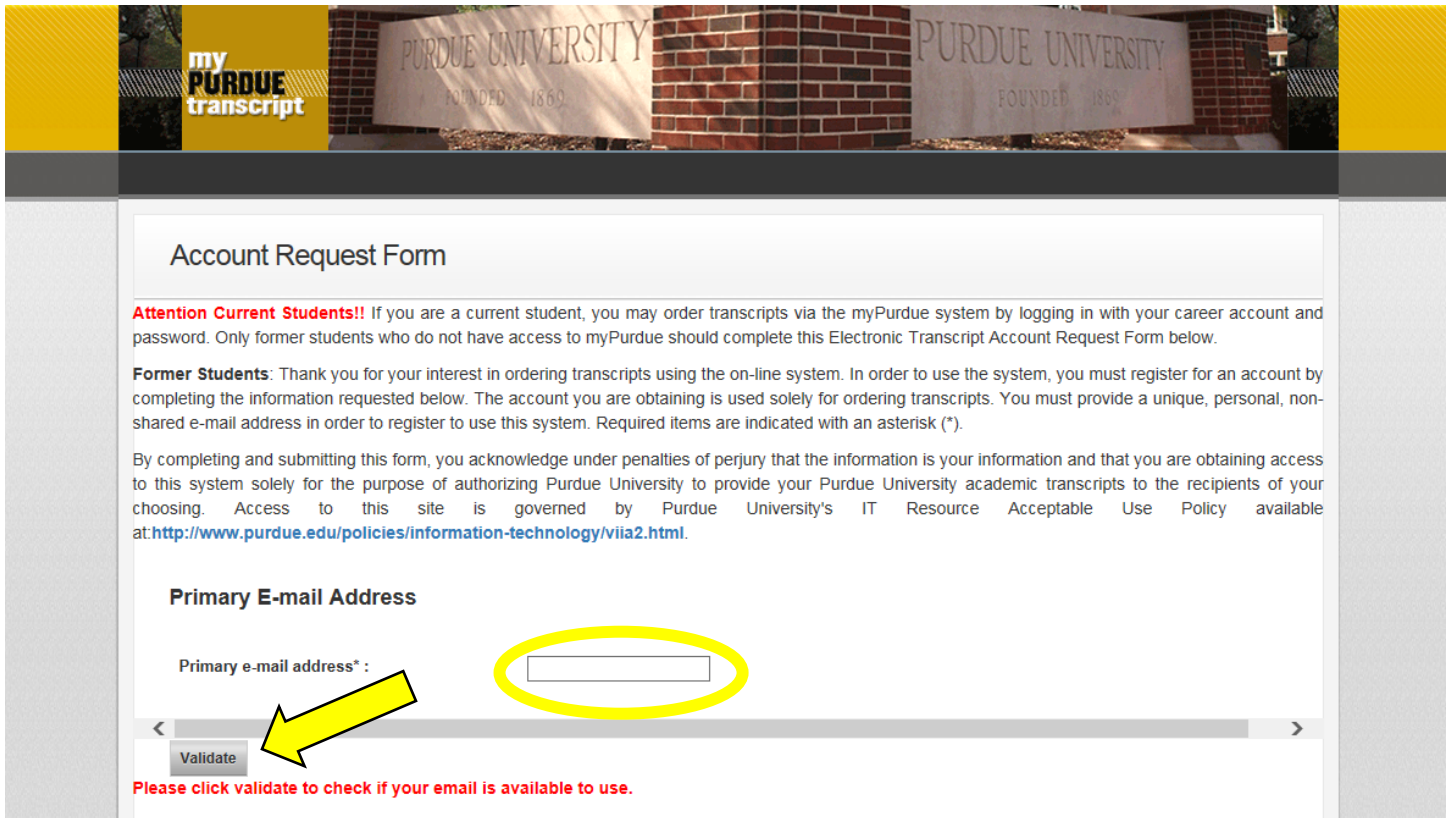
Former Students: Thank you for your interest in ordering transcripts using the on-line system. In order to use the system, you must register for an account by completing the information requested below. The account you are obtaining is used solely for ordering transcripts. You must provide a unique, personal, non-shared e-mail address in order to register to use this system. Required items are indicated with an asterisk (*).

By completing and submitting this form, you acknowledge under penalties of perjury that the information you provide is true and correct, that you are obtaining access to this system solely for the purpose of authorizing Purdue University to provide your Purdue University academic transcripts to the recipients of your choosing. Access to this site is governed by Purdue University's [Information Technology Resource Acceptable Use Policy](#) available at: <http://www.purdue.edu/policies/information-technology/via2.html>.

Are you a current or former **Purdue Global** student looking for your **Purdue Global** transcript?

➤ First Time User - Ordering a Purdue University Transcript Online

Next, enter your chosen personal email address for your Purdue West Lafayette transcript system account and click Validate.



my PURDUE transcript

Account Request Form

Attention Current Students!! If you are a current student, you may order transcripts via the myPurdue system by logging in with your career account and password. Only former students who do not have access to myPurdue should complete this Electronic Transcript Account Request Form below.

Former Students: Thank you for your interest in ordering transcripts using the on-line system. In order to use the system, you must register for an account by completing the information requested below. The account you are obtaining is used solely for ordering transcripts. You must provide a unique, personal, non-shared e-mail address in order to register to use this system. Required items are indicated with an asterisk (*).

By completing and submitting this form, you acknowledge under penalties of perjury that the information is your information and that you are obtaining access to this system solely for the purpose of authorizing Purdue University to provide your Purdue University academic transcripts to the recipients of your choosing. Access to this site is governed by Purdue University's IT Resource Acceptable Use Policy available at: <http://www.purdue.edu/policies/information-technology/via2.html>.

Primary E-mail Address

Primary e-mail address* :

Please click validate to check if your email is available to use.

First Time User - Ordering a Purdue University Transcript Online

- Enter required information, including your social security number.
Enter your social security number. Do NOT enter your Purdue Fort Wayne student ID number. PFW student ID numbers are not held in the Purdue West Lafayette system. Purdue West Lafayette staff has no way to identify you by your PFW student ID.

This email is not in use. This email will be used as your account email

Current Information

First Name* :
Middle Name :
Last Name* :
Date of Birth* :
Format: mm/dd/yyyy

Primary Address

Street Line1* :
Street Line2 :
Street Line3 :
City* :
State Province :
Postal Code* :
For US address, postal code is required. For international address, postal code is not required but if available, please provide with postal code.
Nation* :

Primary Phone Number

Phone Number* :
Format: ddd-ddd-dddd or ddd-ddd-dddd ext.ddd

Attendance Information

Name (If Different From Above)

First Name when attended:
Middle Name when attended:
Last name when attended:
Enter either your Student ID Number OR your Social Security Number
Student ID Number :
OR
Or Social Security Number :
Year of Last Date of Attendance*
Format: YYYY
Last campus attended* :

I have read and agree to the Purdue University's [IT Resource Acceptable Use Policy](#)

Submit

Return To Login

Enter your social security number.

- The box circled above the submit button, stating "I have read and agree to the Purdue University's IT Resource Acceptable Use Policy," must be clicked to proceed.
- Then click the Submit button.

First Time User - Ordering a Purdue University Transcript Online

- Next, the page below will appear informing you to check the email inbox of the email address you submitted for your account. You have 30 minutes to activate your account using the email just sent by purdue.edu to the email account you entered.
 - The email will come from a “no-reply” email address. Be aware that your email server may drop this in your spam or junk folder.
- Failure to activate your account through this email in 30 minutes will result in being required to start the process over.

The screenshot shows a web browser window with the URL <https://sswis.mypurdue.purdue.edu/eTr>. The page features a banner with the Purdue University logo and the text "my PURDUE transcript". Below the banner, a notification box states: "Notification has been sent successfully to scottfrey07@gmail.com." The main heading is "Account Request Confirmation". The text below reads: "Thank you for registering for an account to use Purdue University's E-Transcript Request System. An e-mail has been sent to the primary e-mail address you provided with instructions for completing with the registration process. **Your account registration will expire in 30 minutes - check your e-mail now** and follow the instructions regarding next steps for ordering transcripts." At the bottom, there is contact information for Purdue University and the logo.

- Click on the link provided in the email from purdue.edu.

The screenshot shows an email interface for "Purdue University Transcript Services". The sender is "Purdue University Office of the Registrar <no-reply@purdue.edu>" and the time is "2:39 PM (1 minute ago)". The email body contains the following text: "Thank you for registering for access to the Purdue University electronic transcript order system. Before you may proceed, please follow the link below to activate your account." Below this is a blue hyperlink: <https://sswis.mypurdue.purdue.edu/eTranscript/activate?key=25wJTtHwrr7p9Xep>. A large yellow arrow points to this link. The email also includes a "CONFIDENTIALITY NOTICE" regarding the privacy of the information.

First Time User - Ordering a Purdue University Transcript Online

At this point, you will create a password for your new account. **It is suggested to save your account email address and account password credential for your future Purdue transcript requests.**

Next, you will select security questions and enter the answers. This is collected in the event you forget or lose the credentials to your Purdue University transcript request account.

- Click the Activate button when finished.

The screenshot shows the 'Account Activation' page. At the top left is a 'my PURDUE transcript' logo. The main heading is 'Account Activation'. Below it is the instruction: 'Please enter your desired password below. Then, in case you should forget your password in the future, please select security questions and enter your answers.' The form contains two password input fields labeled 'New password:' and 'Re Enter Password:', both circled in yellow. Below these are three security question pairs: 'Question 1: Answer 1:', 'Question 2: Answer 2:', and 'Question 3: Answer 3:'. Each question has a dropdown menu labeled 'Select One...' and a text input field labeled 'simple Answer', all circled in yellow. At the bottom left is an 'Activate' button with a large yellow arrow pointing to it from the right. The footer contains contact information for Purdue University and the university logo.

Ordering a Purdue University Transcript Online

You are now at the ordering step. On this page you are offered the choice of ordering an Electronic (emailed copy) transcript or Physical (paper copy) transcript.

This page also displays information about current and previous requests. Use this page to verify the status of recent transcript requests. A listing will appear at the bottom of page.

The electronic transcript request process is detailed on pages [10 through 20](#). The paper transcript request process is detailed on pages [21 through 31](#). If you are choosing to submit a paper transcript request, skip to page [21](#).

(Logged in as: [scottfrey07@gmail.com](#))

[View Profile](#) [Logout](#)

Welcome, Scott!

All transcripts ordered through this system are official Purdue University transcripts and contain the official Purdue University seal and signature of the Registrar

For more information about this system, please review the [eTranscript Quick Reference Guide](#).

Order Electronic Transcript

- Former & Active Students
- Processed within 30 minutes of ordering
- Valid e-mail address and recipient required

Order Physical Transcript

- Former & Active Students
- Typically processed within 1-3 business days
- Postal mailing address
- Delivery Methods:
 1. Standard
 2. Standard with Special Handling (certification, signed & sealed)
 3. Federal Express - Printed next business day. **Verify return mailing address before ordering (cannot deliver to P.O. Box)**. A charge of \$25 (**NO REFUNDS**) will be required and must be paid by a major credit card. Acceptable credit cards are Visa, Mastercard, and Discover.
 4. Apostille/International Certification (For more information about this, please review our website http://www.purdue.edu/registrar/Students/Enrol_Certs.html - It is imperative that you verify the specific documents and authentication required by the receiving country. Documents are sent via Federal Express for a tracking method. **Verify return mailing address before ordering (cannot deliver to P.O. Box)**. A charge of \$25 (**NO REFUNDS**) will be required and must be paid by major credit card. Acceptable credit cards are Visa, Mastercard, and Discover.

Your Transcript History

Order Electronic Transcript

Order Physical Transcript

Displaying 1 to 1 of 1

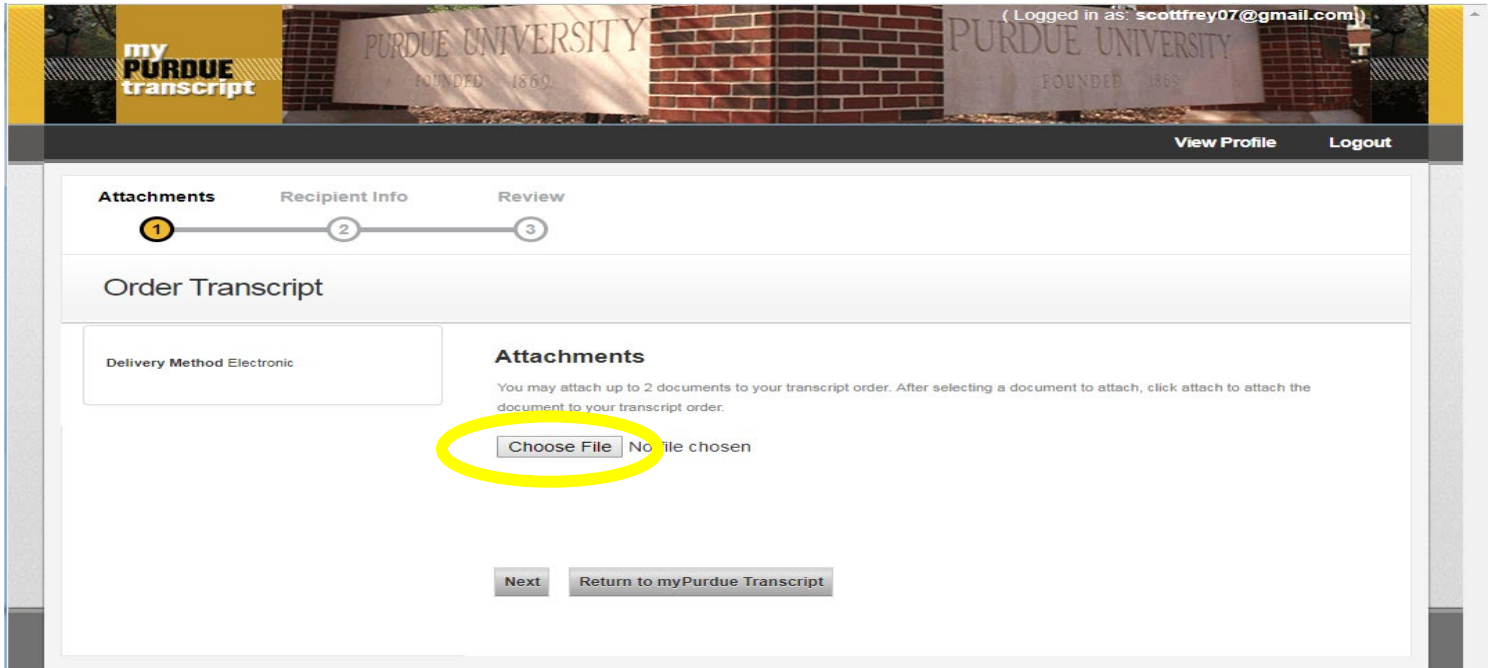
Click on the **Issued To** field to display the details of the order.

| Order Number | Request Date | Issued To | Delivery Method | Delivery Timing | Current Status |
|--------------|---------------------|-----------|-----------------|-----------------|----------------|
| 413233 | 2017-06-21 01:31 PM | Student | Electronic | Current | Retrieved |

Ordering an Electronic Transcript

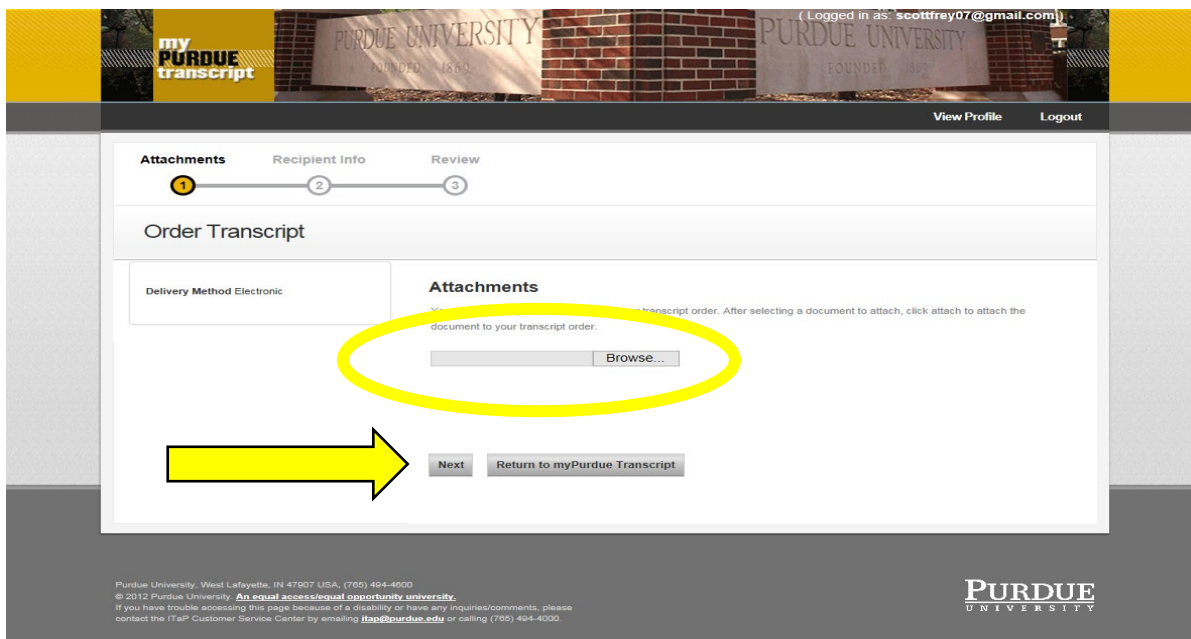
Pages 10 through 20 address electronic transcript requests.

- If you have nothing to attach to the outgoing transcript, click Next and skip to [page 13](#).
- But if you need to add an attachment to the transcript, continue below by clicking Choose File.



The screenshot shows the 'myPURDUE transcript' interface. At the top, it says '(Logged in as: scottfrey07@gmail.com)'. Below the header, there are navigation links for 'View Profile' and 'Logout'. The main content area has a progress bar with three steps: 'Attachments' (1), 'Recipient Info' (2), and 'Review' (3). The 'Attachments' step is currently active. Below the progress bar, the title 'Order Transcript' is displayed. On the left, there is a box for 'Delivery Method Electronic'. On the right, under the heading 'Attachments', there is a message: 'You may attach up to 2 documents to your transcript order. After selecting a document to attach, click attach to attach the document to your transcript order.' Below this message, there is a 'Choose File' button and the text 'No file chosen'. The 'Choose File' button is circled in yellow. At the bottom of the main content area, there are two buttons: 'Next' and 'Return to myPurdue Transcript'.

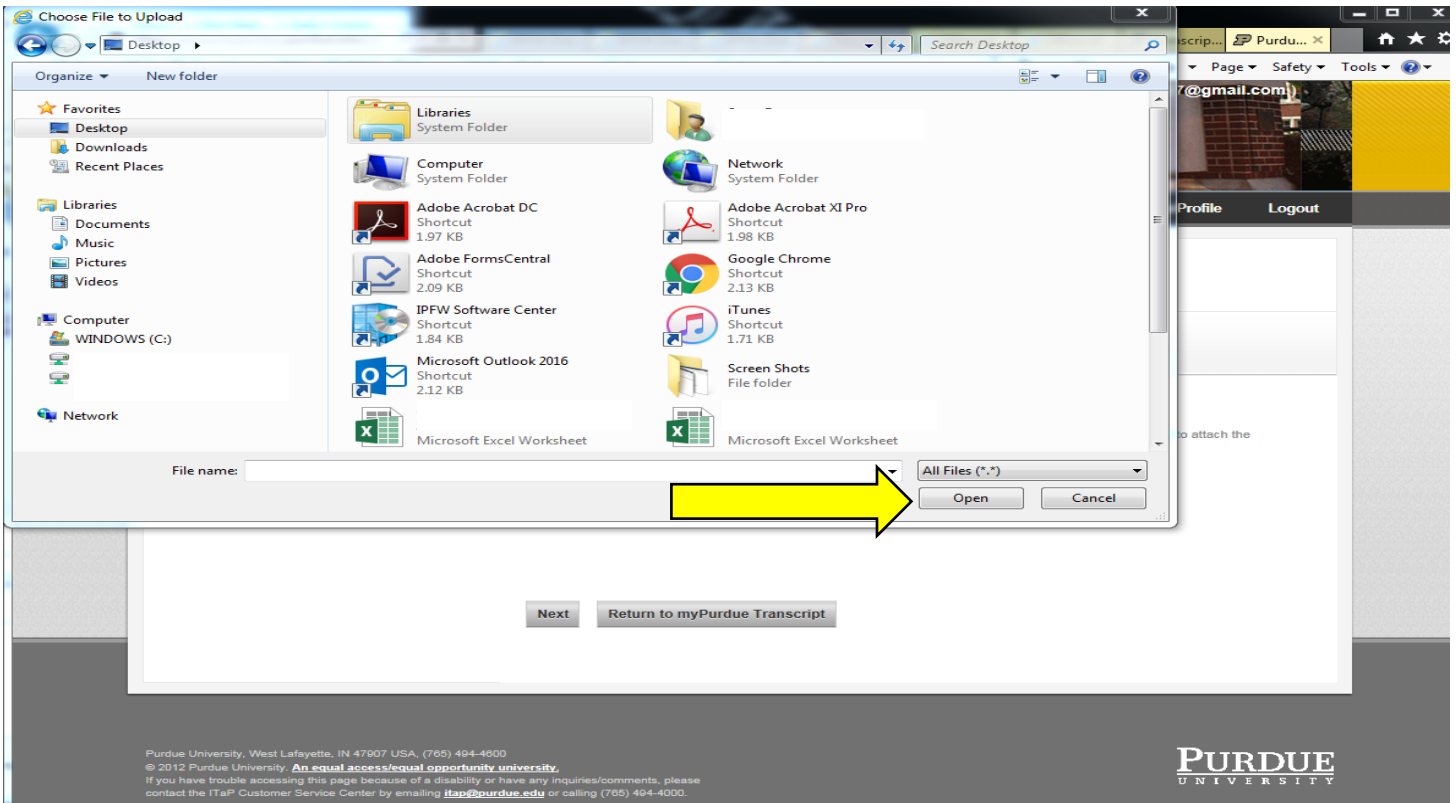
- An option to Choose File or Browse will next appear (depending on your browser).
- Click the option relevant to your browser and a file manager window will open.



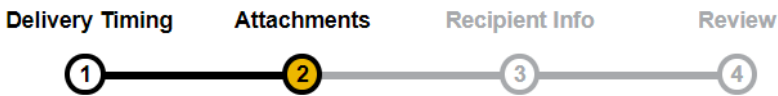
The screenshot shows the 'myPURDUE transcript' interface. At the top, it says '(Logged in as: scottfrey07@gmail.com)'. Below the header, there are navigation links for 'View Profile' and 'Logout'. The main content area has a progress bar with three steps: 'Attachments' (1), 'Recipient Info' (2), and 'Review' (3). The 'Attachments' step is currently active. Below the progress bar, the title 'Order Transcript' is displayed. On the left, there is a box for 'Delivery Method Electronic'. On the right, under the heading 'Attachments', there is a message: 'You may attach up to 2 documents to your transcript order. After selecting a document to attach, click attach to attach the document to your transcript order.' Below this message, there is a 'Browse...' button, which is circled in yellow. At the bottom of the main content area, there are two buttons: 'Next' and 'Return to myPurdue Transcript'. A yellow arrow points from the 'Browse...' button towards the 'Next' button. At the bottom of the page, there is a footer with contact information for Purdue University and a logo for 'PURDUE UNIVERSITY'.

Ordering an Electronic Transcript

- Select the file loaded on your device to attach and then click Open.



- Then click Upload selected file



Order TranscriptOrder

Delivery Method Electronic
Delivery Timing Current

Attachments

You may attach up to 2 PDFs to your transcript order. After selecting a PDF to attach, click upload to attach the PDF to your transcript order.

Choose File Attachment Test.pdf

Upload selected file

You MUST click on "Upload selected file" to confirm

Next

Return to myPurdue Transcript

Ordering an Electronic Transcript

The system now displays the filename that was attached. Ensure this is the filename of the intended attachment.

Repeat to attach another file. You can attach up to two files

- The attachment(s) will go to each recipient on this request.
 - If you have different attachments for individual recipients, you will need to make a separate transcript request for each recipient.
- Click Next when finished uploading all attachments.

The screenshot shows the 'my PURDUE transcript' web interface. At the top, there is a navigation bar with 'View Profile' and 'Logout' links. Below this is a progress indicator with three steps: 'Attachments' (1), 'Recipient Info' (2), and 'Review' (3). The 'Attachments' step is currently active. The main content area is titled 'Order Transcript' and includes a 'Delivery Method Electronic' box. The 'Attachments' section contains instructions: 'You may attach up to 2 documents to your transcript order. After selecting a document to attach, click attach to attach the document to your transcript order.' A 'Browse...' button is highlighted with a yellow oval. Below this, a table lists the attached document: 'Doc1.docx', '95.723kb', '01/08/2018 16:22', 'Delete attachment', and a checkbox for 'Requires Registrar Action'. At the bottom, a large yellow arrow points to the 'Next' button, with a 'Return to myPurdue Transcript' button next to it. The footer contains contact information for Purdue University and the university logo.

Ordering an Electronic Transcript

You will now be at the Recipient Information step. Enter the individual, business, or university name of the first entity receiving the transcript.

Enter the email address of the receiving party.

You must re-enter the email address for confirmation purposes.

If you are only sending the transcript to one entity, click the Next button and skip to [page 15](#).

Otherwise, you can send your transcript to multiple entities in one request by clicking Add Another Recipient. Each recipient will receive the uploaded attachments.

(Logged in as: [scottfrey07@gmail.com](#))

my **PURDUE** transcript

PURDUE UNIVERSITY
FOUNDED 1869

PURDUE UNIVERSITY
FOUNDED 1869

View Profile Logout

Attachments Recipient Info Review

1 2 3

Order Transcript

Delivery Method Electronic

Recipient Information

Issued To

Enter the name of the individual to receive the transcript. This name should correspond to the email address you specify.

Email Address:

Re-enter* :

[Add Another Recipient](#)

Next Return to myPurdue Transcript

Ordering an Electronic Transcript

After clicking Add Another Recipient, blank Recipient Information boxes will appear again.

Enter required information. Repeat until all recipients have been added. The maximum is 10 per request.

- Then click the Next button.

Attachments Recipient Info Review

① — ② — ③

Order Transcript

Delivery Method Electronic

Recipient Information

Issued To

Enter the name of the individual to receive the transcript. This name should correspond to the email address you specify.

Email Address:

Re-enter* :

[Remove Recipient](#)


Issued To

Enter the name of the individual to receive the transcript. This name should correspond to the email address you specify.

Email Address:

Re-enter* :

[Add Another Recipient](#)



Ordering an Electronic Transcript

You are now at the Review step. Review the delivery information. Confirm it is correct.

If you do not have notes for the Purdue West Lafayette Registrar or for Recipient(s), click Submit and skip to [page 18](#) in these instructions.

If you have notes to include in the request for the Purdue Registrar's Office and/or the Recipient(s), continue to next page of this document.

(Logged in as: [scottfrey07@gmail.com](#))

my **PURDUE** transcript

PURDUE UNIVERSITY
FOUNDED 1869

PURDUE UNIVERSITY
FOUNDED 1869

[View Profile](#) [Logout](#)

[Attachments](#) [Recipient Info](#) **Review**

1 — 2 — 3

Order Transcript

Review

| | |
|-----------------|------------|
| Delivery Method | Electronic |
| Delivery Timing | Current |
| Issued To | Scott Frey |
| Recipient Email | |

[+ Add a note for Purdue Registrar's](#)

[+ Add a note to Recipient](#)

If you have special instructions for the Office of the Registrar enter that information using up to 255 Characters.
(Approximately 50 words)
NOTE: This is not used for notes to recipients

Review the detail of your order, if it is accurate click the Submit button, if corrections are needed click on the progression bar above to return to a previous step.

Purdue University, West Lafayette, IN 47907 USA, (765) 494-4600
© 2012 Purdue University. [An equal access/equal opportunity university.](#)
If you have trouble accessing this page because of a disability or have any inquiries/comments, please

PURDUE
UNIVERSITY

Ordering an Electronic Transcript

If you have a note for the Purdue West Lafayette Registrar, click [+ Add a note for Purdue Registrar's](#). A text box will appear on the page.

- Enter any instructions for the Purdue West Lafayette Registrar. The instructions you enter will appear for each recipient on the transcript request.
- If you do not have Recipient notes to enter, click [Submit](#) and skip to [page 18](#) of these instructions.

The screenshot shows the 'my PURDUE transcript' web interface. At the top, there is a navigation bar with 'View Profile' and 'Logout' links. Below this is a progress bar with three steps: 'Attachments' (1), 'Recipient Info' (2), and 'Review' (3). The 'Review' step is currently active. The main content area is titled 'Order Transcript' and 'Review'. It displays the following information:

| | |
|-----------------|------------|
| Delivery Method | Electronic |
| Delivery Timing | Current |
| Issued To | Scott Frey |
| Recipient Email | |

Below the table, there is a text box for 'Special Instructions' with a note: 'If you have special instructions for the Office of the Registrar enter that information using up to 255 Characters. (Approximately 50 words)'. A yellow arrow points to the 'Submit' button at the bottom left of the page.

Ordering an Electronic Transcript

If you would like to add a note for recipients, click + Add a note to Recipient.

A text box entitled Note to Recipient will appear on the page

- Enter any instructions for the recipient.
 - The note will be sent to each recipient on this request. Thus, if you have a different note for individual recipients, you will need to make a separate transcript request for each recipient.
- Click Submit when finished.

Review


| | |
|-----------------|----------------|
| Delivery Method | Electronic |
| Delivery Timing | Current |
| Issued To | Scott Frey |
| Recipient Email | freyss@pfw.edu |

File name Attachment Test.pdf

Special Instruction for Purdue Registrar

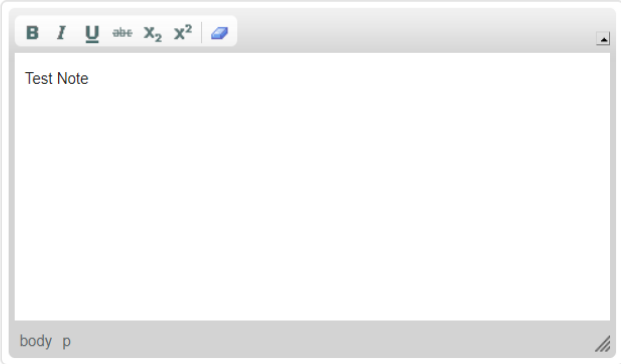
If you have special instructions for the Office of Registrar, please enter that information using up to 255 Characters. (Approximately 50 words)
NOTE: This is not used for notes to recipients

Test Note




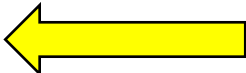
Note to recipient

Note to recipient will be generated as a pdf file and attached to the order.



body p

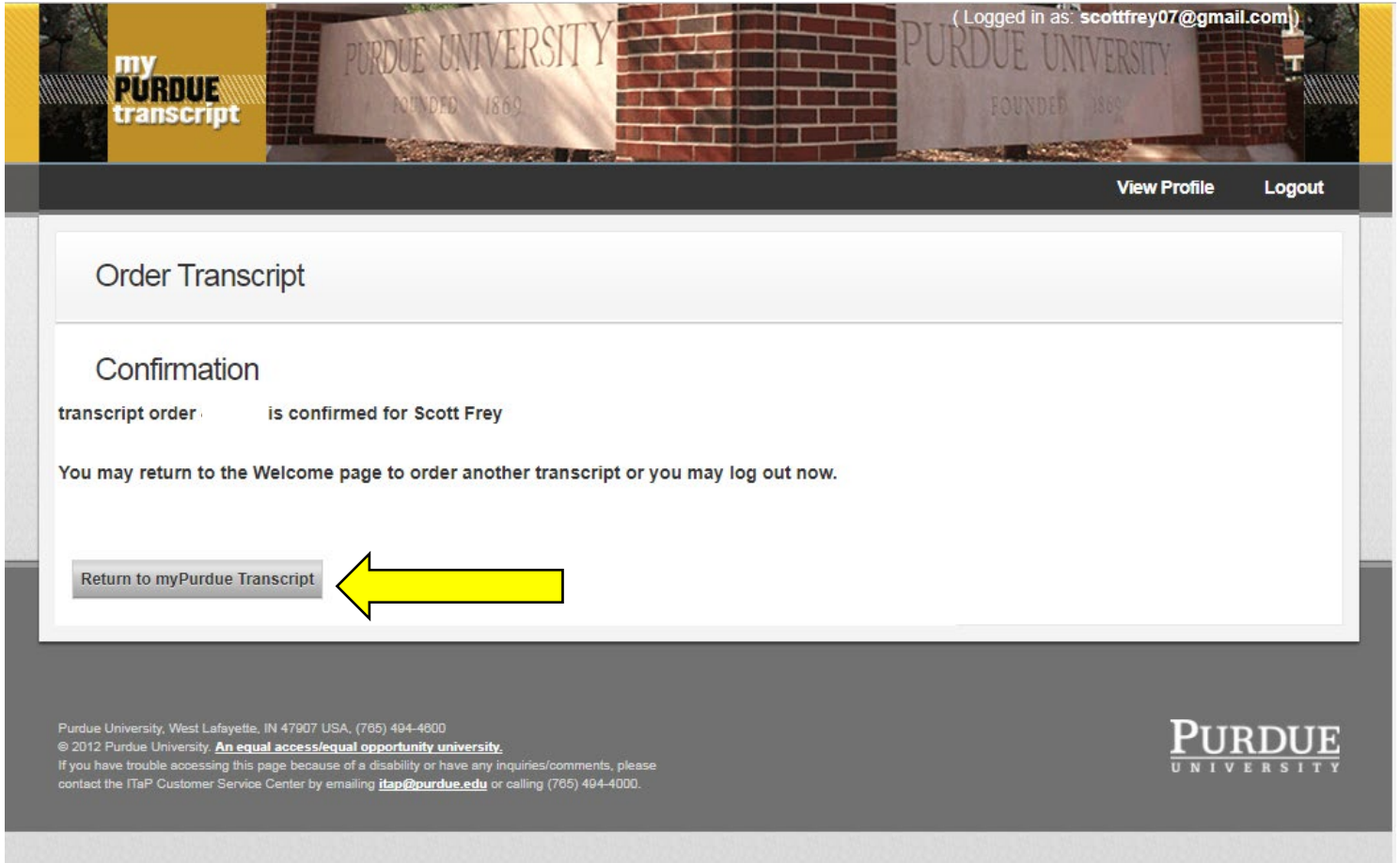
Review the detail of your order, if it is accurate click the Submit button, if corrections are needed click on the progression bar above to return to a previous step.

Ordering an Electronic Transcript

A Confirmation page will now appear.

- To view the status of the submitted request, click [Return to myPurdue Transcript](#).



my PURDUE transcript

(Logged in as: scottfrey07@gmail.com)

PURDUE UNIVERSITY
FOUNDED 1869

PURDUE UNIVERSITY
FOUNDED 1869

View Profile Logout

Order Transcript

Confirmation

transcript order is confirmed for Scott Frey

You may return to the Welcome page to order another transcript or you may log out now.

[Return to myPurdue Transcript](#)

Purdue University, West Lafayette, IN 47907 USA, (765) 494-4600
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If you have trouble accessing this page because of a disability or have any inquiries/comments, please contact the ITaP Customer Service Center by emailing itap@purdue.edu or calling (765) 494-4000.

PURDUE UNIVERSITY

Ordering an Electronic Transcript

This screen now displays the status of your request, See the bottom of the page for this most recent request and prior requests.

When finished, remember to log out.

(Logged in as: [scottfrey07@gmail.com](#))

my PURDUE transcript

[View Profile](#) [Logout](#)

Welcome, Scott!

All transcripts ordered through this system are official Purdue University transcripts and contain the official Purdue University seal and signature of the Registrar. For more information about this system, please review the [eTranscript Quick Reference Guide](#).


Order Electronic Transcript


- Former & Active Students
- Processed within 30 minutes of ordering
- Valid e-mail address and recipient required

Order Physical Transcript

- Former & Active Students
- Typically processed within 1-3 business days
- Postal mailing address
- Delivery Methods:
 - Standard
 - Standard with Special Handling (certification, signed & sealed)
 - Federal Express - Printed next business day. **Verify return mailing address before ordering (cannot deliver to P.O. Box)**. A charge of \$25 (**NO REFUNDS**) will be required and must be paid by a major credit card. Acceptable credit cards are Visa, Mastercard, and Discover.
 - Apostille/International Certification (For more information about this, please review our website http://www.purdue.edu/registrar/Students/Enrol_Certs.html - It is imperative that you verify the specific documents and authentication required by the receiving country. Documents are sent via Federal Express for a tracking method. **Verify return mailing address before ordering (cannot deliver to P.O. Box)**. A charge of \$25 (**NO REFUNDS**) will be required and must be paid by major credit card. Acceptable credit cards are Visa, Mastercard, and Discover.

Your Transcript History

 **Order Electronic Transcript**

 **Order Physical Transcript**

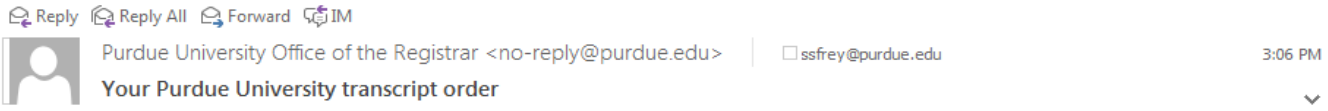
Displaying 1 to 2 of 2

Click on the **Issued To** field to display the details of the order.

| Order Number | Request Date | Issued To | Delivery Method | Delivery Timing | Current Status |
|--------------|---------------------|------------------------------------|-----------------|-----------------|-------------------|
| | 2018-01-08 03:03 PM | Scott Frey Student | Electronic | Current | Ready To Generate |
| | 2017-06-21 01:31 PM | | Electronic | Current | Retrieved |

Example Electronic Transcript Request Results

➤ Sender receives an email.



Your transcript order for the following recipients has been successfully processed:

[Scott Frey]

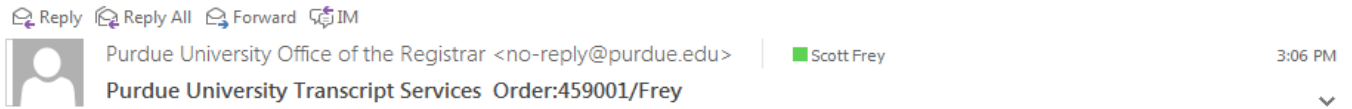
The email notification has been sent to the recipients and they can view the electronic transcript as a PDF document for 30 days. You may view the status and details of your transcript via the View Orders within the Transcript Ordering system. The View Orders will also provide you with the information of when the recipient has viewed your transcript.

For any question regarding your transcript please use the View Orders on the Transcript Ordering System.

If you have additional questions please direct them to registrar@purdue.edu.

CONFIDENTIALITY NOTICE: This email message and any accompanying data or files is confidential and may contain privileged information intended only for the named recipient(s). If you are not the intended recipient(s), you are hereby notified that the dissemination, distribution, and or copying of this message is strictly prohibited. If you receive this message in error, or are not the named recipient(s), please notify the sender at the email address above, delete this email from your computer, and destroy any copies in any form immediately. Receipt by anyone other than the named recipient(s) is not a waiver of any attorney-client, work product, or other applicable privilege.

➤ Recipient receives an email.



Purdue University has made available to you a transcript for student SCOTT STEPHEN FREY as requested by Scott Stephen Frey.

This transcript will only be available until 02/07/2018.

By clicking on the link to access the transcript you are certifying that you are the intended recipient, of this transcript, and that you will abide by policies as stated in the Family Educational Rights and Privacy Act (FERPA), for more information on FERPA, please [visit Purdue University's FERPA web site](#).

Click here to access the secure transcript <https://imsva91-ctp.trendmicro.com:443/wis/clicktime/v1/query?url=https%3a%2f%2fsswis.mypurdue.purdue.edu%2feTranscript%2fdownload%3fid%3dLGE76VEHA9H6N8C5&umid=18F9CDD5-6249-5305-8759-B873F1257F65&auth=8a5980d4d8120dbfd7a642d3e3e39c583ef9bd27-d0637915d26288a60fc6513f34f982cfc2f381c9>

Or cut and paste the following url in your browser window: <https://imsva91-ctp.trendmicro.com:443/wis/clicktime/v1/query?url=https%3a%2f%2fsswis.mypurdue.purdue.edu%2feTranscript%2fdownload%3fid%3dLGE76VEHA9H6N8C5&umid=18F9CDD5-6249-5305-8759-B873F1257F65&auth=8a5980d4d8120dbfd7a642d3e3e39c583ef9bd27-d0637915d26288a60fc6513f34f982cfc2f381c9>

To validate that this email is not phishing attempt, you may email the Purdue University Office of the Registrar at transcripts@purdue.edu.

CONFIDENTIALITY NOTICE: This email message and any accompanying data or files is confidential and may contain privileged information intended only for the named recipient(s). If you are not the intended recipient(s), you are hereby notified that the dissemination, distribution, and or copying of this message is strictly prohibited. If you receive this message in error, or are not the named recipient(s), please notify the sender at the email address above, delete this email from your computer, and destroy any copies in any form immediately. Receipt by anyone other than the named recipient(s) is not a waiver of any attorney-client, work product, or other applicable privilege.

Ordering a Physical Transcript

Pages 21 through 31 address the process for ordering a Physical (paper) transcript.

- Select your desired Delivery Method. Note FedEx next business day is available for a charge.
- Then click Next.

(Logged in as: scottfrey07@gmail.com)

my PURDUE transcript

PURDUE UNIVERSITY
FOUNDED 1869

PURDUE UNIVERSITY
FOUNDED 1869

View Profile Logout

Delivery Method Attachments Recipient Info Review

1 2 3 4

Order Transcript

Delivery Method Select a type

Delivery Method

Enter the type of delivery you are requesting.

U.S. States & Territories All International Addresses

Postal Transcripts will be printed and mailed typically within three business days.

FedEx-Rush Domestic Transcript printed next business day and delivered via Federal Express. Note: Cannot deliver to a PO Box. A charge of \$25, will be required and must be paid by a major credit card. Acceptable credit cards are Visa, Mastercard, and Discover. all FedExExpress are signed and sealed envelope

Apostille-Domestic International Certification (Apostille). A scanned copy of your diploma is needed if apostille requires. A charge of \$25, US dollars, will be required and must be paid by a major credit card. Acceptable credit cards are Visa, Mastercard, and Discover.

Individual Sealed Envelopes
Transcript is placed in envelope and sealed with University Registrar Signature. This process insures that contents have not been tampered with or altered.

Next Return to myPurdue Transcript

Ordering a Physical Transcript

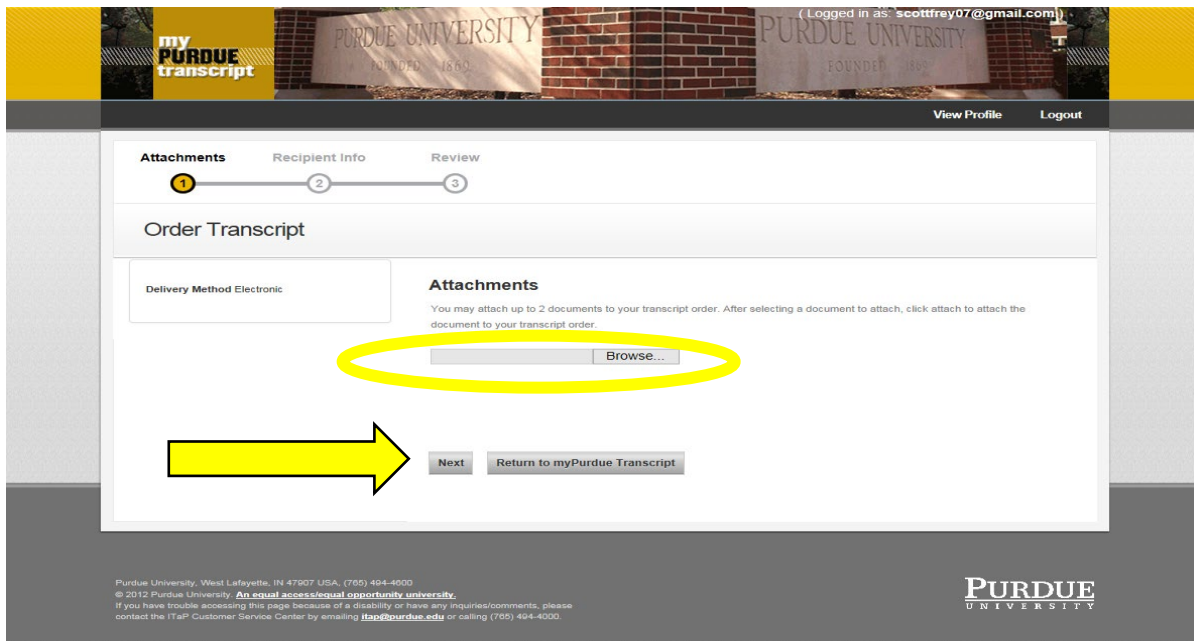
You are now at the Attachments step.

- If you have nothing (forms, letters, etc.) to enclose with the outgoing transcript, click Next and skip to [page 25](#) in these instructions.
- If an enclosure should be included with the outgoing transcript, continue below by clicking Choose File.

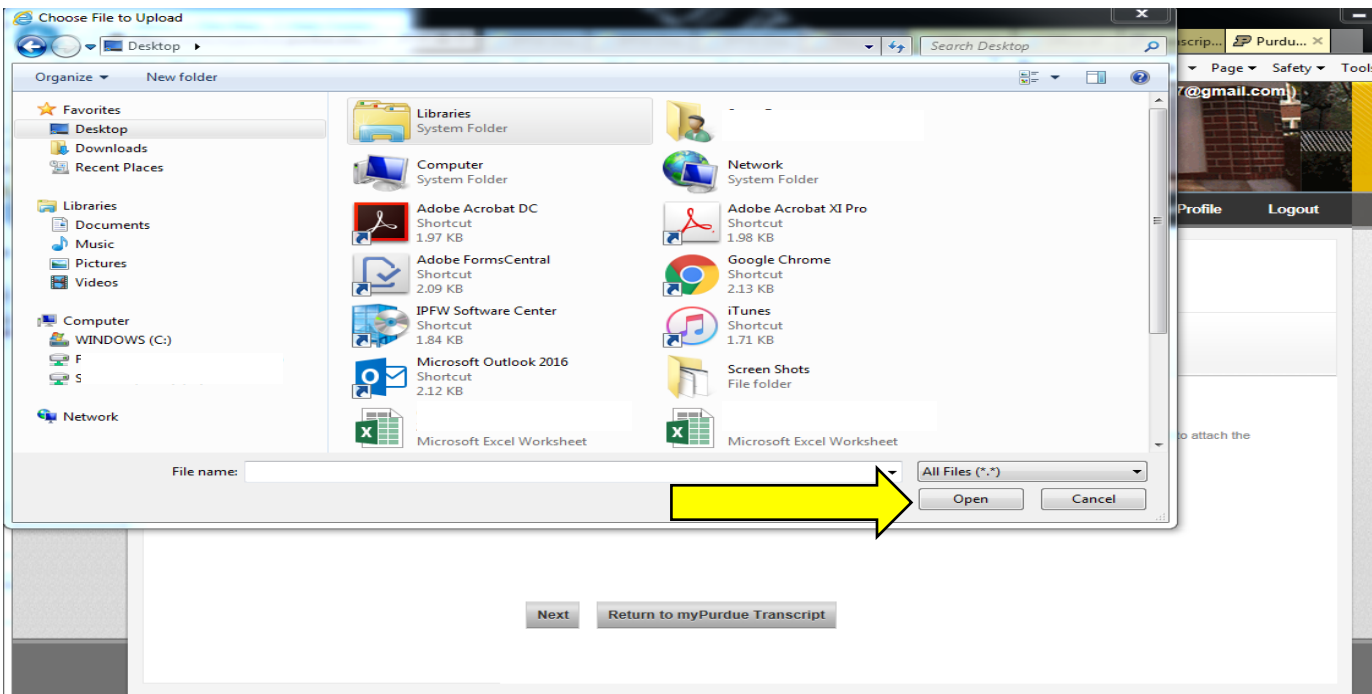
The screenshot shows the 'my PURDUE transcript' interface. At the top, it says '(Logged in as: scottfrey07@gmail.com)'. Below the header, there are navigation links for 'View Profile' and 'Logout'. The main content area has a progress bar with four steps: 'Delivery Method', 'Attachments', 'Recipient Info', and 'Review'. Step 2, 'Attachments', is currently active. Under 'Attachments', there is a text box with the text: 'You may attach up to 2 documents to your transcript order. After selecting a document to attach, click attach to attach the document to your transcript order.' Below this text is a button labeled 'Choose File' followed by the text 'No file chosen'. A yellow circle highlights the 'Choose File' button. At the bottom of the main content area, there are two buttons: 'Next' and 'Return to myPurdue Transcript'. A yellow arrow points from the left towards the 'Next' button. The footer contains contact information for Purdue University and the university's logo.

Ordering a Physical Transcript

- An option to Choose File or Browse will next appear depending on your browser.
- Click the option relevant to your browser and a file manager window will open.



- Select the file to attach loaded on your device and click Open.



Ordering a Physical Transcript

➤ Then click Upload selected file.

Delivery Timing Attachments Recipient Info Review

① — ② — ③ — ④

Order TranscriptOrder

Delivery Method Electronic
Delivery Timing Current

Attachments exist Yes

Issued To Scott Frey
Recipient Email freyss@pfw.edu

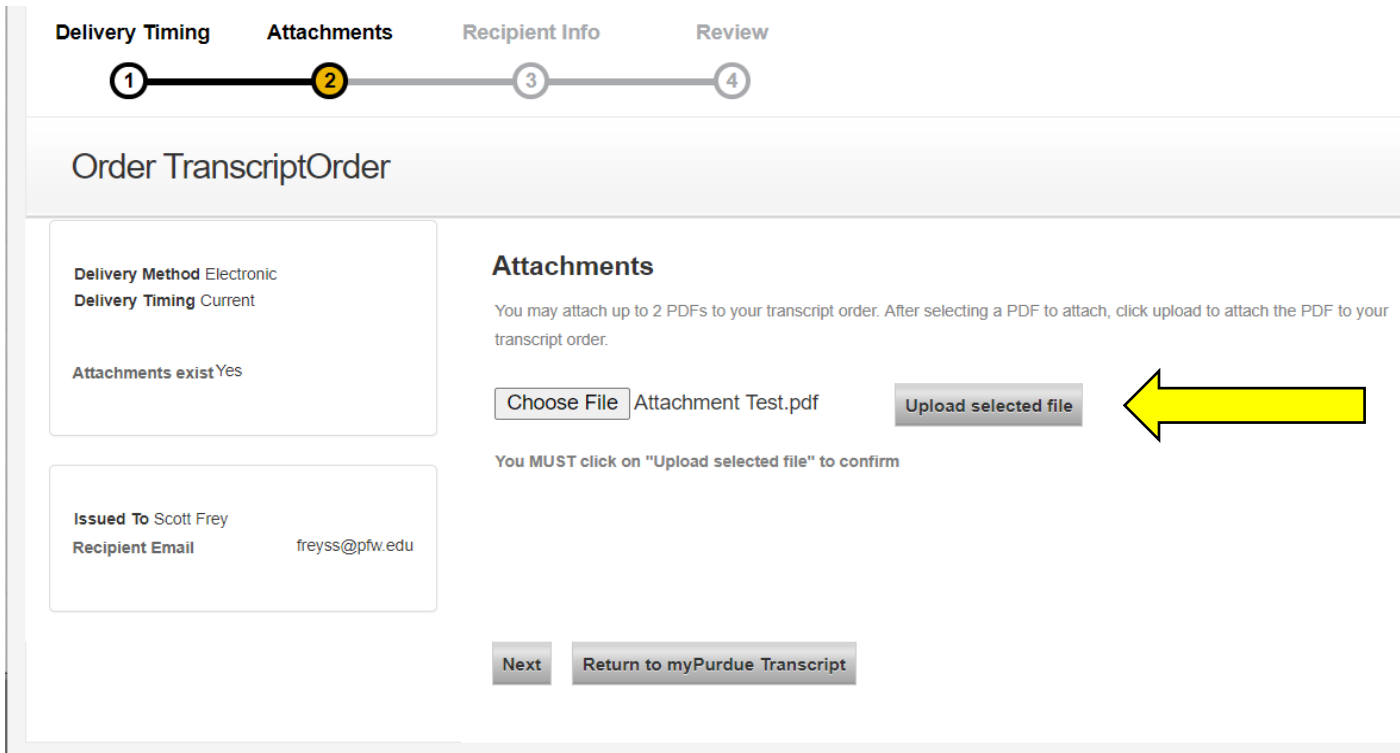
Attachments

You may attach up to 2 PDFs to your transcript order. After selecting a PDF to attach, click upload to attach the PDF to your transcript order.

Choose File Attachment Test.pdf Upload selected file

You MUST click on "Upload selected file" to confirm

Next Return to myPurdue Transcript



The system now displays the filename that was attached. Ensure this is the filename of the intended attachment. Repeat to attach another file. You can attach up to two files. The attachment(s) will go to each recipient on this request.

➤ Click Next when finished uploading all attachments.

Delivery Timing Attachments Recipient Info Review

① — ② — ③ — ④

Order TranscriptOrder

Delivery Method Electronic
Delivery Timing Current

Attachments exist Yes

Issued To Scott Frey
Recipient Email freyss@pfw.edu

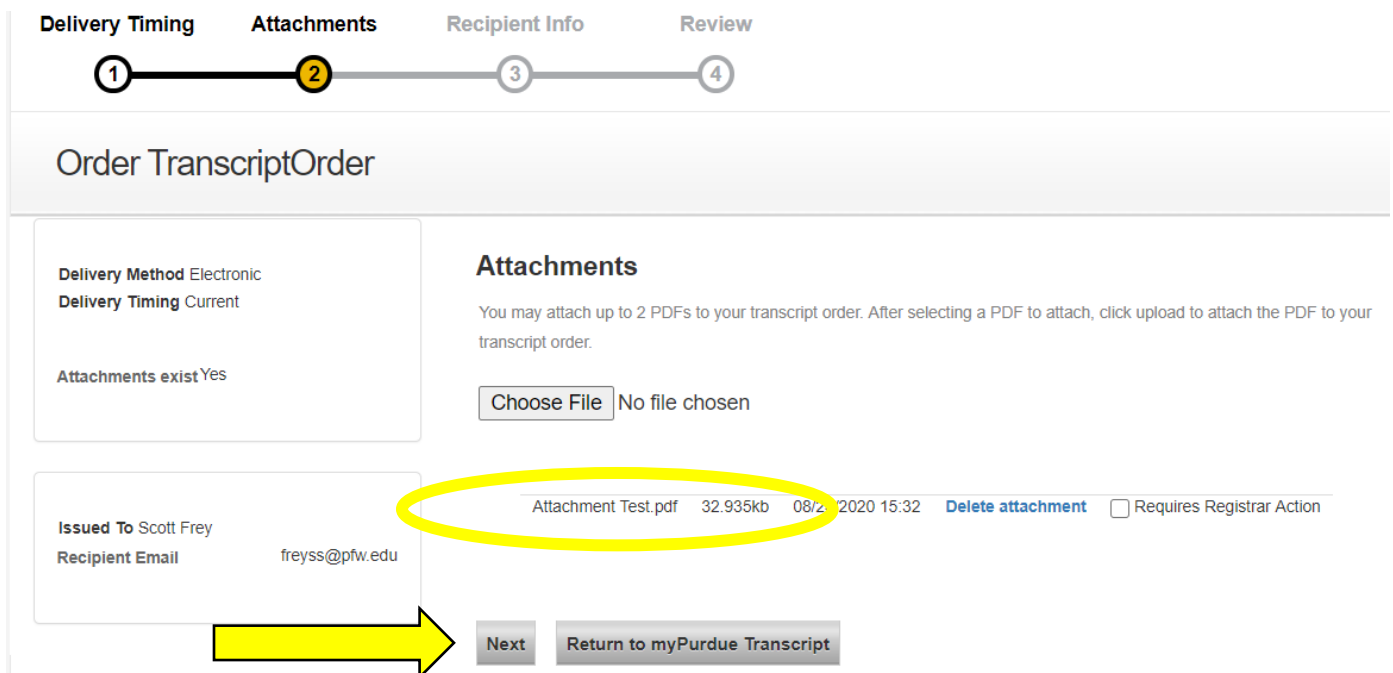
Attachments

You may attach up to 2 PDFs to your transcript order. After selecting a PDF to attach, click upload to attach the PDF to your transcript order.

Choose File No file chosen

| | | | | |
|---------------------|----------|------------------|-------------------|--|
| Attachment Test.pdf | 32.935kb | 08/20/2020 15:32 | Delete attachment | <input type="checkbox"/> Requires Registrar Action |
|---------------------|----------|------------------|-------------------|--|

Next Return to myPurdue Transcript



Ordering a Physical Transcript

You will now be at the Recipient Information step. Enter the individual, business, or university name of the first entity receiving the transcript.

Enter recipient's mailing address.

You can send multiple transcripts with one request.

If you need to send more than one transcript, click on Add Another Recipient.

- Click Next when finished.

The screenshot shows the 'Order Transcript' web interface. At the top right, there are links for 'View Profile' and 'Logout'. Below these is a progress bar with four steps: 'Delivery Method', 'Attachments', 'Recipient Info', and 'Review'. Step 3, 'Recipient Info', is highlighted with a yellow circle. The main content area is titled 'Order Transcript' and contains a sidebar on the left with 'Delivery Method Postal' and 'Delivery Timing Current'. The main section is 'Recipient Information' and includes the following fields: 'Issued To' (with a yellow circle around the input field), 'Add Attention:' (button), 'Street Line1*:' (with a yellow circle around the input field and an example '475 Stadium Mall Dr'), 'Street Line2:', 'City*:', 'State Province:' (dropdown menu), 'Postal Code*:' (with a yellow circle around the input field and a checkmark icon), and 'Number of Copies' (input field with '1' and a note 'Maximum 10 per day'). At the bottom, there is a blue link 'Add Another Recipient' and two buttons: 'Next' (with a yellow arrow pointing to it) and 'Return to myPurdue Transcript'.

Ordering a Physical Transcript

You are now at the Review step. Review the delivery information. Confirm it is correct.

You also need to enter your phone number in case Purdue West Lafayette needs to contact you.

If you do not have notes for the Purdue West Lafayette Registrar or for Recipient(s), click Submit and skip to [page 29](#) in these instructions.

If you have notes to include in the request for the Purdue Registrar's Office and/or the Recipient(s), continue to the next page of this document.

Delivery Method Attachments Recipient Info Review

1 — 2 — 3 — 4

Order Transcript

Review

| | |
|-----------------|--------|
| Delivery Method | Postal |
| Delivery Timing | Cu |
| Issued To | So |

| | |
|------------------|------------|
| Street Line1: | 53 |
| Street Line2: | Ap..... |
| City: | Fort Wayne |
| State Province: | IN |
| Postal Code: | 46805 |
| Nation: | US |
| Number of Copies | 1 |

+ Add a note for Purdue Registrar's

+ Add a note to Recipient

To place physical order, you **must** enter a phone number that we can contact you in the event we have questions regarding your transcript order.

Phone Number* :

If you have special instructions for the Office of the Registrar enter that information using up to 255 Characters.
(Approximately 50 words)
NOTE: This is not used for notes to recipients

Review the detail of your order, if it is accurate click the Submit button, if corrections are needed click on the progression bar above to return to a previous step.

←

Ordering a Physical Transcript

If you have a note for the Purdue West Lafayette Registrar, click + Add a note for Purdue Registrar's. A text box will appear on the page.

- Enter any instructions for the Purdue West Lafayette Registrar. The instructions you enter will appear for each recipient on the transcript request.
- If you do not have Recipient notes to enter, click Submit and skip to [page 29](#) of these instructions.

Review

Delivery Method: Postal
Delivery Timing: Current
Issued To: Purdue Fort Wayne

Street Line1: 2101 E Coliseum Blvd
City: Fort Wayne
State Province: IN
Postal Code: 46805-1445
Nation: US
Number of Copies: 1

File name: Attachment Test.pdf

Special Instruction for Purdue Registrar

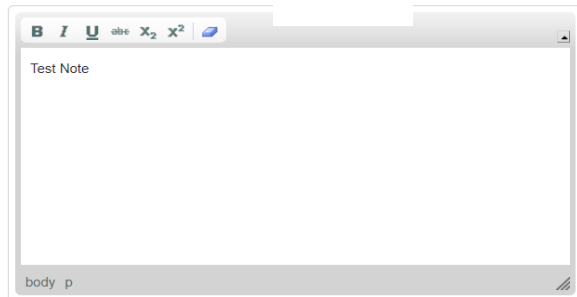
If you have special instructions for the Office of the Registrar enter that information using up to 255 Characters. (Approximately 50 words)
NOTE: This is not used for notes to recipients

Note Test



Note to recipient

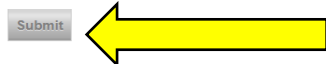
Note to recipient will be generated as a pdf file and attached to the order.



To place physical order, you **must** enter a phone number that we can contact you in the event we have questions regarding your transcript order.

Phone Number :

Review the detail of your order, if it is accurate click the Submit button, if corrections are needed click on the progression bar above to return to a previous step.



Ordering a Physical Transcript

If you would like to add a note for recipients, click + Add a note to Recipient.

A text box entitled Note to Recipient will appear on the page.

- Enter any instructions for the recipient in the text box.
 - The note will be sent to each recipient on this request. Thus, if you have a different note for individual recipients, you will need to make a separate transcript request for each recipient.
- Click Submit when finished.

Review

| | |
|-----------------|-------------------|
| Delivery Method | Postal |
| Delivery Timing | Current |
| Issued To | Purdue Fort Wayne |

| | |
|------------------|----------------------|
| Street Line1: | 2101 E Coliseum Blvd |
| City: | Fort Wayne |
| State Province: | IN |
| Postal Code: | 46805 4445 |
| Nation: | US |
| Number of Copies | 1 |

| | |
|-----------|---------------------|
| File name | Attachment Test.pdf |
|-----------|---------------------|

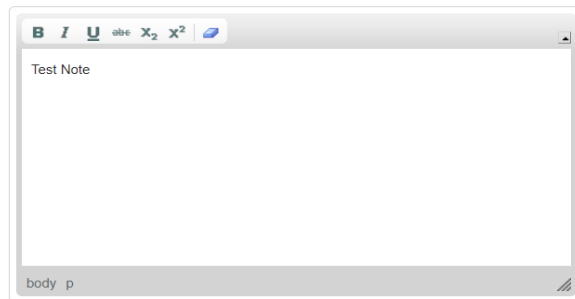
Special Instruction for Purdue Registrar

If you have special instructions for the Office of the Registrar enter that information using up to 255 Characters. (Approximately 50 words)
NOTE: This is not used for notes to recipients

| | |
|-----------|---|
| Note Test |  |
|-----------|---|

Note to recipient

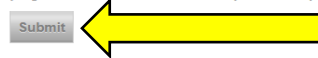
Note to recipient will be generated as a pdf file and attached to the order.



To place physical order, you **must** enter a phone number that we can contact you in the event we have questions regarding your transcript order.

| | |
|----------------|---|
| Phone Number : | <input type="text" value="xxx-xxx-xxxx"/> |
|----------------|---|

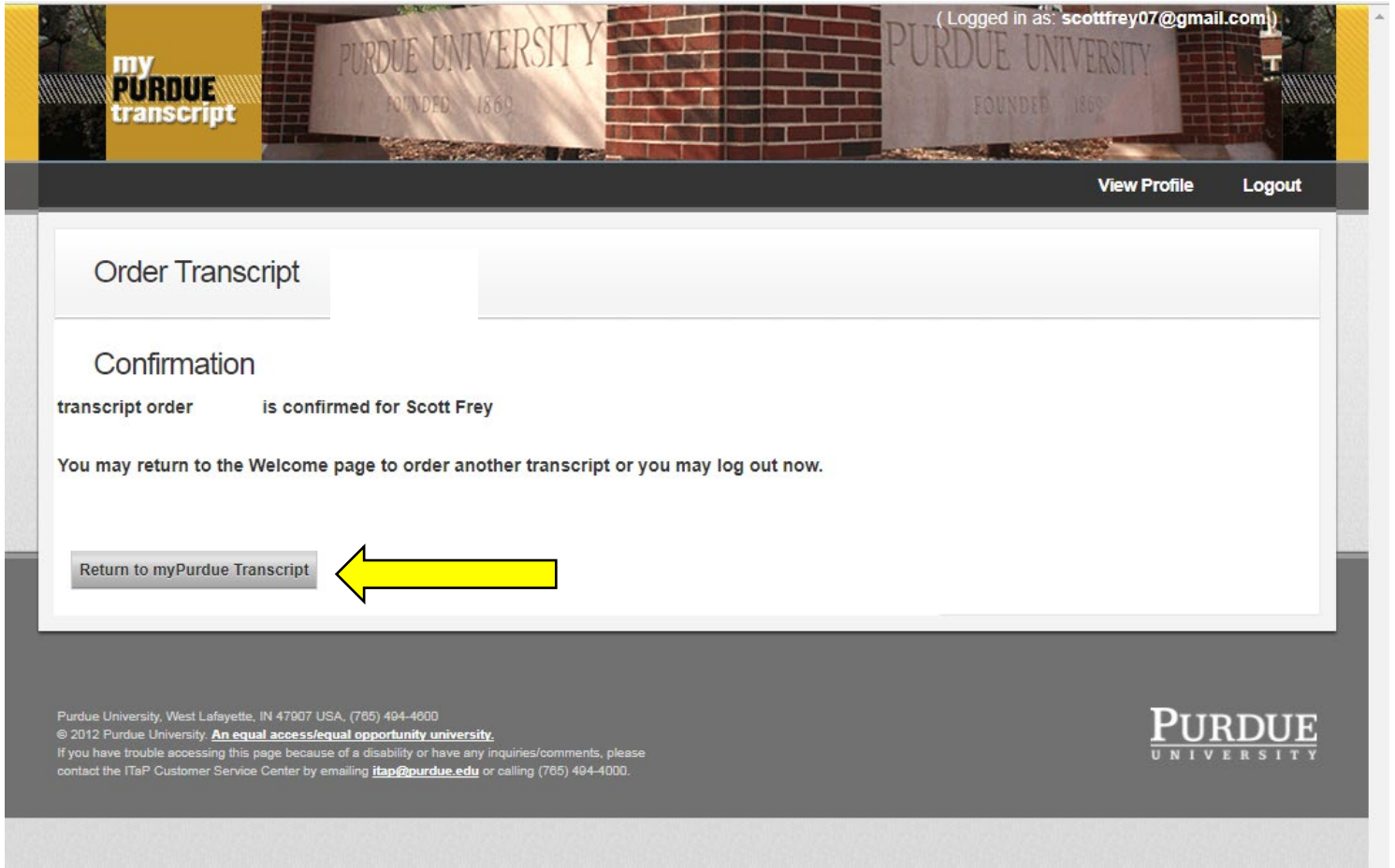
Review the detail of your order, if it is accurate click the Submit button, if corrections are needed click on the progression bar above to return to a previous step.



Ordering a Physical Transcript

A Confirmation page will now appear.

To view the status of the submitted request, click [Return to myPurdue Transcript](#).



The screenshot shows the 'my PURDUE transcript' interface. At the top, a banner features the text 'PURDUE UNIVERSITY' and 'FOUNDED 1869' on a brick wall background. A user is logged in as 'scottfrey07@gmail.com'. Navigation links for 'View Profile' and 'Logout' are visible. The main content area displays 'Order Transcript' and 'Confirmation' sections. The confirmation message states: 'transcript order is confirmed for Scott Frey'. Below this, it says: 'You may return to the Welcome page to order another transcript or you may log out now.' A button labeled 'Return to myPurdue Transcript' is highlighted with a yellow arrow pointing to it from the right. The footer contains contact information for Purdue University and the ITaP Customer Service Center, along with the Purdue University logo.

Transcript Request System

This screen now displays the status of all requests.

When you are finished, remember to log out.

(Logged in as: [scottfrey07@gmail.com](#))

[View Profile](#) [Logout](#)

Welcome, Scott!

All transcripts ordered through this system are official Purdue University transcripts and contain the official Purdue University seal and signature of the Registrar. For more information about this system, please review the [eTranscript Quick Reference Guide](#).



Order Electronic Transcript

- Former & Active Students
- Processed within 30 minutes of ordering
- Valid e-mail address and recipient required

Order Physical Transcript

- Former & Active Students
- Typically processed within 1-3 business days
- Postal mailing address
- Delivery Methods:
 - Standard
 - Standard with Special Handling (certification, signed & sealed)
 - Federal Express - Printed next business day. **Verify return mailing address before ordering (cannot deliver to P.O. Box).** A charge of \$25 (**NO REFUNDS**) will be required and must be paid by a major credit card. Acceptable credit cards are Visa, Mastercard, and Discover.
 - Apostille/International Certification (For more information about this, please review our website http://www.purdue.edu/registrar/Students/Enrol_Certs.html - It is imperative that you verify the specific documents and authentication required by the receiving country. Documents are sent via Federal Express for a tracking method. **Verify return mailing address before ordering (cannot deliver to P.O. Box).** A charge of \$25 (**NO REFUNDS**) will be required and must be paid by major credit card. Acceptable credit cards are Visa, Mastercard, and Discover.

Your Transcript History

 [Order Electronic Transcript](#)  [Order Physical Transcript](#)



Displaying 1 to 3 of 3

Click on the **Issued To** field to display the details of the order.

| Order Number | Request Date | Issued To | Delivery Method | Delivery Timing | Current Status |
|--------------|---------------------|----------------------------|-----------------|-----------------|-------------------|
| | 2018-01-08 03:11 PM | Scott Frey | Postal | Current | Ready To Generate |
| | 2018-01-08 03:03 PM | Scott Frey | Electronic | Current | Generated |
| | 2017-06-21 01:31 PM | Student | Electronic | Current | Retrieved |

Example Physical Transcript Request Results

➤ Sender receives an email.

 Reply  Reply All  Forward  IM



Purdue University Office of the Registrar <no-reply@purdue.edu>

6:05 AM

Your Purdue University transcript order



Your transcript order for the following recipients has been successfully processed:

[Scott Frey]

Your transcript has been printed and mailed to the recipient. You may view the status and details of your transcript via the View Orders within the Transcript Ordering system.

For any question regarding your transcript please use the View Orders on the Transcript Ordering System.

If you have additional questions please direct them to registrar@purdue.edu.

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