

Petra College

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Transcript Request Procedure

An official transcript is a comprehensive record of a student's academic progress. Students who have attended Petra College are entitled to an official transcript of the work they have completed, provided they have no outstanding financial obligations on their student account with Petra College.

How to Request a Transcript

The Administration Office processes all official transcript requests. **Petra College does not charge a fee for official transcripts. However, students with outstanding financial obligations or other outstanding holds that prevent the release of their academic record have the responsibility to clear transcript holds in order to obtain their official academic record.**

Students and completers will complete the Transcript Request Form available on Petra College's website or available in the Administration Office during operating hours.

Postal Mail Delivery:

- Mail delivery is available through the United States Postal Service.
- Please note that mail processing times at other destinations (including other colleges) can vary widely and are outside the control of Petra College.
- We recommend that requestors estimate an additional mailing/delivery time frame of at least 5-7 business days when ordering an official transcript to be sent to a domestic mailing address.
- Express mail services are not available and transcripts cannot be faxed.

Office Pick-Up:

- Students and completers may pick up official transcripts from the Administration Office during operating hours.
- Transcripts will be available within 2-3 business days for pick up.