

## College Now Transcript Request Process

**Students continuing at SMSU do not need to request a transcript.**

**Students transferring credits to another school within the Minnesota State system do not need to request a transcript. They simply need to inform the Registration and Records Office at their new school of their previous course work with SMSU.**

**All other students will need to complete an official transcript request after completing their senior year of high school and their grades have all been posted.**

### Official Transcripts

- This is what a secondary institution will need in order to award credit for previous college course work.
- Our Registration and Records Office handles official transcripts. For inquiries regarding a transcript request, please contact the Registration Office at [registration@smsu.edu](mailto:registration@smsu.edu).
- Students wanting an official transcript will need to complete an online transcript request form. This form can be found by going to [www.SMSU.edu/go/transcripts](http://www.SMSU.edu/go/transcripts) and selecting "Transcripts".
- A minimal charge to process this request will apply.
- Students will want to check the "After Grades are Posted" button. This way, a transcript will not be sent until all grades have been entered into our system. Failure to do so could result in additional fees for reprocessing.
- Requests will be held up to 30 days after submission. If grades are not input within 30 days, the request will be dropped from the system and a new request will need to be completed.
- This process is not an immediate turnaround.

### Unofficial Transcripts

- Primarily used for scholarship purposes, signing up for classes, or other various circumstances.
- This is something that students can do themselves online and can be obtained immediately.
- To do so:
  - Students need to log into E-Services
  - Check the "Display Name" box when logging into account
  - Click on "Academic Record"
  - Click on "Unofficial Transcript" and then "Get Academic Record"
  - All classes taken through SMSU will be displayed
  - There is no charge for unofficial transcripts

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