

Ordering an Indiana University Transcript Online

- The Indiana University transcript request portal is a secure method to request your transcript.
- Personal information is required to verify identity.
- A PDF electronic copy will cost approximately \$10 and is processed the same or next business day. PDF electronic copies require credit card payment through PayPal.
- A paper copy will cost approximately \$15 and is mailed within 1-2 business days. Paper copies can be paid for with check, money order, or credit card through PayPal.

To request a Transcript from **Indiana University** online, go to <https://transcripts.iu.edu/>

- Click Ready To Order?

INDIANA UNIVERSITY

INDIANA UNIVERSITY **Transcripts** CONTACT

READY TO ORDER? TRANSCRIPT INFORMATION ORDER AN APOSTILLE FAQ ENROLLMENT VERIFICATION SENDING TRANSCRIPTS TO IU

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Ordering an Indiana University Transcript Online

- Carefully review all of the information on this webpage.
- When finished click Manually Processed Signature Request.

 INDIANA UNIVERSITY Q

CONTACT

Indiana University Transcripts

READY TO ORDER?TRANSCRIPT INFORMATIONORDER AN APOSTILLEFAQENROLLMENT VERIFICATIONSENDING TRANSCRIPTS TO IU

Ready to Order?

Before selecting an ordering method, please be aware of the following details.

[Home](#)

READY TO ORDER?

DUE TO CIRCUMSTANCES SURROUNDING THE COVID-19 PANDEMIC, EXPRESS DELIVERY TRANSCRIPT ORDERS WILL ONLY BE PROCESSED ON MONDAY, WEDNESDAY, AND FRIDAY. IF YOU NEED A TRANSCRIPT RIGHT AWAY, PLEASE ORDER AN ELECTRONIC PDF. Requests submitted via the online/signature option may take up to 3 business days for processing. Mail delivery may also be delayed.

IU uses two online ordering systems:

1. Fully Automated Transcript Request (Order Online)
2. Manually Processed Signature Request (Order Online/Signature Request)

- Who should use the Signature Request: ACP/Dual Credit students, former IPRW students, you have an additional form to be attached to the transcript, you can't log in to [One.IU](#), you were here earlier than 1965, or if you have been locked out of the fully automated system.
- Orders cannot be placed over the phone. You must order online or by mail.
- Transcripts are only *official* when sent directly from IU to the institution requesting them. If opened, accessed or shared with another party, transcripts are then *unofficial*. Type where the transcript needs to go directly into the recipient fields of your order. Be careful of Auto-fill or Autocorrect!
- WE CANNOT ATTACH FORMS TO PDF TRANSCRIPTS. While IU uses Parchment for secure email delivery, most CAS centers do not accept IU pdf transcripts.
 - Transcripts with attached forms: Transcripts for CAS services should be ordered as paper copies sent by mail through Online/Signature Request. Return the matching form with your signed Step 2 Authorization page. This will ensure the form is attached before the transcript is mailed out.
 - Update for AMCAS: AMCAS is now accepting electronic IU transcripts sent to etranscripts@aacm.org. You must list your AMCAS ID and/or Transcript ID in the "recipient name" field of your request. Current and recently enrolled students can order by using the [eTranscript](#) (Recent Student) tile in One.IU.edu.
- You can order a PDF or paper transcript via either ordering system. Once processed, PDF transcripts are sent within 24 hours. Paper copies are mailed within 3 business days.
- Paying Online? You must go through our vendor, PayPal, but you do not need a PayPal account. If PayPal is [not available in your country](#) please order using the [order online/signature request system](#).
- Sending your transcript to a military or government email? Click [here](#) for helpful tips.

Ordering an Indiana University Transcript Online

- IPFW/PFW students do not have active Indiana University accounts
- After carefully reviewing the Indiana University Transcript System information, click [Request a transcript](#).



INDIANA UNIVERSITY

| **WELCOME** | **REQUEST** | **REVIEW** | **AUTHORIZE** |

Welcome to the Indiana University Transcript Request System. This system is intended to simplify the process when requesting official transcripts for students who no longer have an active network account.

This system involves two main steps:

1. Create a Signature Request ([details](#)) by clicking the **Request a Transcript** button below.. Once you have provided your identifying information and transcript request details, you will be given the opportunity to review/edit your request before proceeding to the payment options.
2. **The final step is the most important step in this process.** Since your signed authorization is required before your transcript can be issued, you will be required to print the authorization page, sign it, and submit it by e-mail, fax, or postal mail to our office before we can begin processing your request.
3. **Again, the final step is very important.** Please be aware that a refund will not be issued for an order that is incomplete.

Before proceeding:

- Be sure all financial obligations to the university are clear/current. This includes your account with the Bursar, Student Loan Administration, or the Dean of Students/Greek Housing. If we encounter any financial holds, your request will be cancelled.
- We will use the e-mail address you provide to communicate the status of your request. If you choose to pay by credit card, an e-mail address will be required.

[Request a Transcript »](#)

Ordering an Indiana University Transcript Online

- Fill in all of the required information and select your Delivery Option.
- A Purdue Fort Wayne ID number is NOT an Indiana University ID number.
- The last four of the SSN will be essential.
- Click Review and Pay for Transcript when you're finished.

 INDIANA UNIVERSITY

| WELCOME | **REQUEST** | REVIEW | AUTHORIZE |

Step 1 (Complete the following online form)

Identifying Information

First Name:*	<input type="text"/>	Middle Name:	<input type="text"/>
Last Name:*	<input type="text"/>	Former Name:	<input type="text"/>
University ID (if you know it):	<input type="text"/>	Last 4 SSN:	<input type="text"/>
E-mail:	<input type="text"/>	Confirm E-mail:	<input type="text"/> NoE-mail? <input type="checkbox"/>

Please Note: We highly encourage you to provide an e-mail address, as e-mail is our method of communicating with you regarding the status of your request.

Current Address Information

Country *	<input type="text" value="United States"/>
Address Line 1:*	<input type="text"/>
Address Line 2:	<input type="text"/>
Address Line 3:	<input type="text"/>
City:*	<input type="text"/>
State/Province/Region *	<input type="text"/>
Zip/Postal:*	<input type="text"/>
Phone Number (8am-5pm)*:	<input type="text"/>
Date of Birth:*	-- -- --
Approximate Dates of Enrollment: *	<input type="text"/>
IU Campus: *	<input type="text" value="Select Campus..."/>
Completed I.U. Degree(s):	<input type="text"/>

If you have recently completed an **ACP**, online, or correspondence course, please enter the Department & Course Number(s):

Transcript Type: *Optional - Select specific career type.*

You may send transcripts to 5 recipients via any of the following delivery options:

- One copy of your official transcript delivered via e-mail as a **secure PDF delivery**. The cost of this option is \$10 per copy.
- Up to 10 copies of your official transcript delivered via **regular mail**. The cost of this option is \$15 per copy.
- Up to 10 copies of your official transcript delivered via **FedEx or UPS**. The cost of this option is \$15 per copy plus an additional \$35 fee for Priority delivery within the US, or an additional \$55 fee for International Priority delivery outside the US.
- Payment by credit card, as well as your e-mail address, are required when opting for Express Delivery or PDF delivery.
- **A transcript order is complete only after the order has been submitted online and your signed authorization and payment have been received.**
- **DUE TO CIRCUMSTANCES SURROUNDING THE COVID-19 PANDEMIC, EXPRESS DELIVERY TRANSCRIPT ORDERS WILL ONLY BE PROCESSED ON MONDAY, WEDNESDAY, AND FRIDAY. IF YOU NEED A TRANSCRIPT RIGHT AWAY, PLEASE ORDER AN ELECTRONIC PDF.**

Please select the Delivery Option for Recipient 1:

Electronic **PDF** via email Paper copy via **mail** Paper copy via **Express Delivery** Clear/Reset this recipient

Review and Pay for Request

Ordering an Electronic Transcript

- It's important that you closely review the information for accuracy. Click the EDIT button if you need to make changes to your request.
- When all of the information is correct, click PayPal Check out

 INDIANA UNIVERSITY

| WELCOME | REQUEST | REVIEW | AUTHORIZE |

Request Information

Name:
Former Name:
UniversityID(10 digit):
Last 4 SSN:
E-mail:
Address:

Phone:
Birthdate:
Enrollment Dates:
IU Campus:
Degree Information:
Transcript Type: All Completed Coursework

Recipient	Address	Sign&Seal	Qty	Charges
			1 PDF	\$10
Total Amount due:				\$10

Once a payment option has been selected below, an authorization page will appear that you print, sign, and submit to our office before processing can begin.

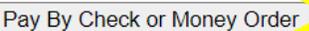
Credit Card payments are processed online immediately giving you the option to submit your signed authorization via email, fax, or mail. If you opt for Express Delivery or PDF, credit card is the only payment type allowed.

Check or Money Order payments must accompany your signed authorization, which limits you to submitting your signed authorization via mail only. Express Delivery or PDF are not an option with these payment types.

Note: It is important that you closely review the above information for accuracy. Click the EDIT button if you need to make changes to your request.

Edit Request

- If you're requesting a paper copy, the Pay by Check or Money order option is available

Edit Request
The safer, easier way to pay

Ordering an Electronic Transcript

➤ Complete the instructions to finalize the electronic transcript request.

AUTHORIZATION PAGE - RETURN TO TRANSCRIPT AND CERTIFICATION SERVICES

Step 2 (Complete the following instructions)

Thank you [redacted] We have received your transcript request. A confirmation e-mail has been sent to you at [redacted] confirming that you have completed Step 1.

Before we can begin processing your order, you must complete **Step 2** of this process by returning your signed Authorization to us. You have three options:

1. **E-mail** your signed Authorization to tscripts@iu.edu. Use the Subject line SIGNATURE for best results.
2. **Fax** it to **Transcript and Certification Services, (812) 855-3999**, or
3. **Mail** your signed Authorization to:

Transcript and Certification Services
Indiana University
400 East 7th Street, Box 29
Bloomington, IN 47405

Note: Secure Area - Forms cannot be accepted in person.

Some things to keep in mind:

- No orders will be processed until the payment and the signed authorization have been received.
- **Your request will be held until we have received your signed authorization page.**
- If you're paying by Check or Money Order, include your payment with the signed authorization page. If you've already paid by credit card, consider e-mail or fax for faster service.
- If you have any questions, please call the Transcript Information Line at (812) 855-4500.
- When submitting your signed authorization form to us via fax, please call our Transcript Information Line at (812) 855-4500 shortly after faxing us your authorization page to verify the transmission was received.

Will you be attaching additional Forms?

Payment Information

You have already paid for your request with a credit card. Thank you.

For Office Use Only: [redacted]

Signature

Date

Name:

E-mail:

Address:

Phone:

PRINT

Request Detail

REQUESTOR COPY

Please keep the following page(s) for your records. Printing this page, and the e-mail confirmation you receive, will be your only records for this transaction. If you do need to communicate with us in the future regarding this transaction, please be prepared to provide us with this tracking number, 654390.

Name:

E-mail:

Address:

Phone:

Birthdate

Enrollment Dates:

Degree Information:

Transcript Type:

All Completed Coursework

Recipient

Address

Sign&Seal?

Qty

Charges

1

\$10

PDF

Total Charges:

\$10

Ordering a Paper Copy Transcript

➤ Complete the instructions to finalize the paper copy transcript request.

 INDIANA UNIVERSITY

AUTHORIZATION PAGE - SEND TO TRANSCRIPT AND CERTIFICATION SERVICES

Step 2 (Complete the following instructions)

Thank you, [redacted]. We have received your transcript request. A confirmation e-mail has been sent to you at [redacted] confirming that you have completed Step 1.

Before we can begin processing your order, you must complete **Step 2** of this process by returning your signed Authorization to us. You have three options:

1. **E-mail** your signed Authorization to tscripts@iu.edu. Use the Subject line SIGNATURE for best results.
2. **Fax** it to **Transcript and Certification Services**, (812) 855-3999, or
3. **Mail** your signed Authorization to:
Transcript and Certification Services
Indiana University
400 East 7th Street, Box 29
Bloomington, IN 47405
Note: Secure Area - Forms cannot be accepted in person.

Some things to keep in mind:

- No orders will be processed until the payment and the signed authorization have been received.
- **Your request will be held until we have received your signed authorization page.**
- If you're paying by Check or Money Order, include your payment with the signed authorization page. If you've already paid by credit card, consider e-mail or fax for faster service.
- If you have any questions, please call the Transcript Information Line at (812) 855-4500.
- When submitting your signed authorization form to us via fax, please call our Transcript Information Line at (812) 855-4500 shortly after faxing us your authorization page to verify the transmission was received.

Will you be attaching additional Forms?

Payment Information

- Enclosing Personal Check payable to IU for \$15 (US Dollars) (Mail Requests only)
- Enclosing Money Order payable to IU for \$15 (US Dollars) (Mail Requests only)

For Office Use Only [redacted]

Signature	Date	
Name: [redacted]	E-mail: [redacted]	
Address: [redacted]	Phone: [redacted]	

Request Detail

REQUESTOR COPY

Please keep the following page(s) for your records. Printing this page, and the e-mail confirmation you receive, will be your only records for this transaction. If you do need to communicate with us in the future regarding this transaction, please be prepared to provide us with this tracking number, 654394.

Name: [redacted]	E-mail: [redacted]
Address: [redacted]	Phone: [redacted]
Birthdate: [redacted]	Degree Information: [redacted]
Enrollment Dates: [redacted]	
Transcript Type: All Completed Coursework	

Recipient	Address	Sign&Seal?	Qty	Charges
[redacted]	[redacted]	N	1	\$15
Total Charges:				\$15