

TRANSCRIPT QUICK START

1. First click this link to [Purdue University West Lafayette](#) online transcript request system.
2. Click the Transcript Request Link

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.**

3. Do not try to log in here unless you already have an account set up specifically for the transcript request system. **DO** use the “register for a new account” link and verify your email.

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, 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](#).

4. Select **NO, I don't want a Purdue Global transcript.**

The screenshot shows the 'Account Request Form' with the following text:

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

Current and past Purdue Global (formerly Kaplan University) students please email [campus.purdueglobal.edu](mailto:transcripts@campus.purdueglobal.edu).

Former Students: Thank you for your interest in ordering transcripts using the on-line system. In order to obtain your transcript account by completing the information requested below. The account you are obtaining is used solely for ordering transcripts to your 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 provided is true and correct and you grant access to this system solely for the purpose of authorizing Purdue University to provide your Purdue University transcript. Your transcript account information, if you are choosing. Access to this site is governed by Purdue University's IT Resource Policies located at: <http://www.purdue.edu/policies/information-technology/viia2.html>.

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

Yes, I want my Purdue Global transcript. **No, I don't want a Purdue Global transcript.**

A green checkmark is placed over the 'No, I don't want a Purdue Global transcript' button.

5. Enter your email address and validate. After that you will be able to submit your request.
Note: As you fill out the form you will come to a question about attachments, if you do not have an attachment to add, just continue to the next screen.

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By completing and submitting this form, you acknowledge under penalties of perjury that the information provided is true and correct and you grant access to this system solely for the purpose of authorizing Purdue University to provide your Purdue University transcript. Your transcript account information, if you are choosing. Access to this site is governed by Purdue University's IT Resource Policies located at: <http://www.purdue.edu/policies/information-technology/viia2.html>.

Primary E-mail Address

Primary e-mail address* :

Enter your email address here, then click Validate.

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

A red dashed arrow points from the 'Validate' button to the 'Primary e-mail address*' input field.

Additional information about requesting your transcript can be found here: [ALL ABOUT TRANSCRIPTS](#)