



How to Request Printed/Official Transcripts

(Once logged into the Hofstra Portal, click the Student Services tab from the menu on the left side)

**IF YOU DO NOT KNOW YOUR HOFSTRA ID OR ARE UNABLE TO LOGIN, PLEASE CONTACT
HOFSTRA HELP DESK AT 516-463-7777 OR SCS@HOFSTRA.EDU.**

- ✓ Click **Student Records**
- ✓ Click **Request Printed/Official Transcripts**
- ✓ Select One of Your Addresses (if applicable)
- ✓ Designate who transcript will be Issued to
- ✓ Press **Continue**
- ✓ Select Transcript Type
 - **Official or Student**
- ✓ Select Course Levels to be included in the transcript order
 - **Undergraduate, Graduate, or All Levels**
- ✓ Fill out the address to where the transcript(s) will be sent
 - If it is a pick up, do not fill this out
- ✓ Press **Continue**
- ✓ Designate the **Number of Copies** (Up to 5)
- ✓ Select the In-Progress Cut-off **Term** (ex. Fall Semester 2016)
- ✓ Press **Continue**
- ✓ Confirm order
 - Issued to, Course Levels, Copies Orders, Official Transcript (Yes - Official, No - Student)
- ✓ If correct, **Submit** Request