



## How to Request a Transcript Online - ALUMNI

- ✓ Visit: **my.hofstra.edu**
- ✓ Log in with your **Student Network ID** and **password**  
(If you need assistance accessing the portal, contact the Help Desk at 516-463-7777.)
- ✓ Read the **FERPA** agreement, and click “OK” if you agree
- ✓ Select “**Alumni**” tab from top menu
- ✓ Scroll down and click “**Request a Transcript**” from left menu
  - Select mailing address from drop-down menu or to enter a new address choose “**NONE**”
  - “**Issue To**” - type **NAME** of recipient
- ✓ Click “**Continue**”
- ✓ Select “**Transcript Type**” (for example: OFFICIAL – WEB REQUEST)
- ✓ Select “**Course Level**” either: UG, GR, or AL (All Levels)
- ✓ Street line 1: Type **ADDRESS** or type **PICK UP** if you want to pick up at Welcome Desk, 206 Memorial Hall the next business day. You may also list a **FAX#** (we can only fax student copies – **not** official transcripts)
- ✓ Nation: Leave as “**NONE**” if going anywhere in U.S.
- ✓ Click “**Continue**”
- ✓ Below “**Transcript Request Information**”, choose number of copies
- ✓ IN PROGRESS CUT OFF TERM: (If you choose “**NONE**”; the last semester with grades will appear on the transcript.)
- ✓ Click “**Continue**”
- ✓ You will see “**Transcript Request Confirmation**”
- ✓ Click “**SUBMIT**”

### Please note:

- Transcripts ordered online are FREE and prepared within 24 hours.
- Transcripts from a different school for current students are processed by Academic Records. They can be reached at: 516-463-8000, option #2.
- Transcripts from a different school for NEW students are processed by the Office of Admissions. They can be reached at: 516-463-6700.