

# Transcripts

Students may obtain transcripts of their records by ordering them online. Current students log in to myNOVA. In the search box, enter Order a Transcript. Select Order a Transcript *Current Undergraduate, Grad and Non-Credit*. Select Main Campus Degree Program and complete the order online. Student transcripts may be ordered for pick up, mailing, electronically or expedited delivery.

Students and Alumni without a myNOVA account order transcripts on-line from the Registrar's Website [www.registrar.villanova.edu](http://www.registrar.villanova.edu). Select Transcript Requests, *Undergraduate or Graduate - Office of the Registrar*, Select How to Request a Transcript and then select the Parchment link under Alumni and Former Students to access the Main Campus Degree Program ordering form.

Telephone and email requests cannot be accepted. Official transcripts bear the seal of the University and the signature of the Registrar. Those given, mailed or electronic transcripts, delivered directly to the student are stamped with a statement which points out this fact.

Transcripts will not be released for persons whose financial accounts are not clear in the Bursar's Office.

Electronic Transcripts are available to students who attended since September 1984.

## **The Cost of a Transcript:**

- PDF transcripts (payable by credit/debit card) = \$5.55 per transcript
- Online orders for mail delivery (payable by credit/debit card) = \$7.85 per transcript
- Online orders for pick-up or campus mail (payable by credit/debit card) = \$5.55 per transcript
- Walk-in request (payable by check or cash) = \$10.00 per transcript

Costs of transcripts are subject to change.