

## **Transcripts through Dominican College**

There are two ways students (only students can request transcripts...not parents) can obtain an official transcript:

1) The first way is to come in person. The student will need to fill out a Transcript Request Form, show photo ID and pay a \$5.00 fee. The college accepts cash, checks, or money orders. The transcript can be given to the student on the spot or mailed out the following day to the desired recipient.

2) Official Transcripts can also be ordered online. See instructions below:

1. Go to [www.getmytranscript.org](http://www.getmytranscript.org) and select "Dominican College".
2. Click on "Order A Transcript Now".
3. Follow the transcript ordering process.
4. You will be required to submit a paperless consent form or a signed consent form through the mail or by fax or email to the National Student Clearinghouse before your order is processed.
5. You will be charged a \$5 transcript fee for each transcript ordered and a \$2.50 processing fee for each recipient. A credit card (MasterCard, Visa, American Express, or Discover) is required to make payment.
6. Check your e-mail for updates on the status of your transcript order.