

# HOW TO ORDER **TRANSCRIPTS**



## **OFFICIAL TRANSCRIPTS**

Official transcripts may be requested online at [www.getmytranscript.com](http://www.getmytranscript.com). Transcripts will be processed within 5-7 days of receipt by the Registrar's Office.

### **Cost**

Electronic PDF: \$6.75

### **How to Order**

1. Go to [www.getmytranscript.com](http://www.getmytranscript.com).
2. Type in "Southeast Technical College" in the drop-down box.
3. Start the transcript ordering process and enter the required information.
4. Once complete, your card will be charged, and Southeast Tech will receive your request.

## **UNOFFICIAL TRANSCRIPTS**

Unofficial transcripts may be requested by emailing [Registrar@southeasttech.edu](mailto:Registrar@southeasttech.edu). There is no fee for requesting an unofficial transcript. Transcripts will be processed within 5-7 days of receipt by the Registrar's Office.

### **How to Order**

1. Email [Registrar@southeasttech.edu](mailto:Registrar@southeasttech.edu).
2. Include the following:
  - (1) Full Name
  - (2) Last Four Digits of Social Security Number
  - (3) Whom/Where to send unofficial transcript

*Note: A transcript will not be released if this office has been notified of financial indebtedness to Southeast Tech.*