



Office of the University Registrar

**Expedite your Official Transcripts from Plymouth State University**

Starting November 1, 2017, Plymouth State University will be expanding its current partnership with Parchment Inc. to include additional Official Transcript options.

No more waiting days to have your transcript order processed! With this launch, both electronic and paper transcript orders could be processed in as little as 3 hours\*.

**Official Transcripts – Electronic**

Order an official, certified PDF of your transcript. This is the fastest, most secure, and environmentally friendly method to request your transcripts. Transcript orders are generally processed and sent in one (1) business day.

**eTranscripts are \$3.25 each and have no additional handling charges.**

**Official Transcripts – Paper (mailed)**

Order an official paper copy of your transcript. Transcript orders are generally processed same day, but will rely on the method of mailing for actual receipt time.

**Official Paper Transcripts are \$5.75 each and have the following additional shipping/handling charges:**

- Transcripts mailed to addresses in the United States
  - Domestic USPS – add \$2.50
  - Federal Express – add \$25.00
- Transcripts mailed to addresses outside the United States
  - International USPS – add \$5.00
  - International Federal Express – add \$47.50

**Official Transcript – Paper (pick-up)**

Order an official paper copy of your transcript and pick it up at the Registrar’s Office in the Speare Administration Office. Transcript orders processed in the Registrar’s Office are generally ready in less than five (5) business days.

**Official Paper Transcripts are \$5.75 each and require a valid picture ID for pick-up.**

*\*Academic and/or Financial holds impacting transcript delivery must be resolved before processing can occur. Please allow for additional processing time during periods of high volume.*

Thank you,  
PSU – Office of the Registrar