

# Official Transcript Requests

The following information is for undergraduate and graduate students. Specific information regarding School of Law transcripts is available from the School of Law Registrar website.

## Privacy

Students' educational records are confidential and may be released only at the request of the student. Requests made by any other party must include a release signed by the student.

## Transcript Types

All transcripts issued by the Registration and Records office are official transcripts. Hamline University does not issue unofficial copies of transcripts to students. If you attended Hamline during or after 1986, your unofficial transcript is available to view and print from Piperline. We are happy to help you access your Piperline account if you have forgotten your ID and/or PIN; please contact the ITS Helpdesk at 651-523-2220 during regular business hours for help with your login information.

If your Hamline records include work at both the undergraduate and graduate levels, you must submit a separate request for each type of transcript needed.

## Fees

There is no fee associated with regular, individual transcript requests. Rush service is available for a \$15.00 per transcript fee. See below for details.

## Restrictions

Official transcripts will not be issued for students with outstanding financial obligations to Hamline University.

Courses will appear as "In Progress" until final grades are recorded. Transcript requests will not be held awaiting final grades. It is your responsibility to check your online transcript and verify that grades have been posted prior to submitting your transcript request.

## How to Request a Transcript

If you attended Hamline University during or after 1986, transcript requests should be made through Piperline. You may request your transcript to be mailed or to be held for pick up at the Registration and Records office. Hamline University does not fax transcripts.

- Login to Piperline. If you do not remember your Piperline login information, please contact the ITS Helpdesk at 651-523-2220 during regular business hours.
- Click on Student Services.
- Click on Student Records.
- Click on Request Official Transcripts.
- Follow the on-screen instructions.

If you attended Hamline prior to 1986 or are unable to establish Piperline access, you will need to submit a signed, written request using the Transcript Request Form.

## Processing Time

Requests for transcripts are processed daily during regular business hours. Please allow two business days for your request to be processed.

## Rush Service

Same day, in person transcript service is available during normal business hours for a \$15.00 per transcript fee. This service is not available for requests made through Piperline, by mail, or by fax. You must make your request in person at the Registration and Records office, East Hall 113.