What are transcripts?

Transcripts are official records of your work at Hofstra University.

Who can order official transcripts?

Most students, former students and alumni in good standing with the university can order official transcripts through the Hofstra Portal (http://my.hofstra.edu). To be eligible to order transcripts through the Portal you must meet at LEAST one of the requirements below:

- Are currently enrolled at Hofstra University
- Received a Hofstra University Diploma
- Did not receive a university diploma but earned at least 3 credits after 1993

If you do not meet any of the requirements above you can still order an official transcript using the paper form found at www.hofstra.edu/transcripts.

Who can view unofficial transcripts online?

Most students, former students and alumni in good standing with the university can view unofficial transcripts online but only for courses taken after 1993. These can be viewed through the Hofstra Portal (http://my.hofstra.edu). To be eligible to view unofficial transcripts online the Portal you must meet at LEAST one of the requirements below:

- Are currently enrolled at Hofstra University
- Received a Hofstra University Diploma
- Did not receive a university diploma but earned at least 3 credits after 1993

If you meet at least one of the requirements but need an unofficial transcript for courses taken before 1993 you can request one be emailed to you following the instructions below.

If you do not meet any of the requirements above you can still order an official transcript using the paper form found at www.hofstra.edu/transcripts.

Requesting an official transcript be mailed to you

1. Log in to the Hofstra Portal (http://my.hofstra.edu).
2. Click Student Services from the menu on the left of the screen.
3. Under the Student Services heading, click Request Printed/Official Transcript.
4. If you are a current student you will be asked the reason you are ordering a transcript. Make a selection and click Submit.
5. The next step varies depending on which of the below apply to you.

   1. If you want a transcript mailed to yourself AND the pull-down box next to One of Your Addresses has your current address
   1. Select that address from the pull-down box and click Continue. Do NOT type anything into the Issue To box
2. If you want a transcript mailed to yourself but the pull-down next to **One Of Your Addresses** does not have your current address listed
   1. Select **None** from the pull-down menu and enter your name in **Issue To**. Click **Continue** to proceed.
3. If you want a transcript mailed to a third party (another school, a new job, etc.)
   1. Choose **None** for **One Of Your Addresses** and type the name of the person you want to receive the transcript in the **Issue To** box. Click **Continue** to proceed.
4. If you want to pick up the transcript on campus
   1. Choose **None** for **One Of Your Addresses** and type your name in the **Issue To** box. Click **Continue** to proceed.
6. The next page will allow you to select transcript type and enter the address of where you are getting the transcript sent. Again, what you do here will vary depending on which of the above scenarios applied to you.
   1. If scenario A applied to you above
      1. For **Transcript Type** choose Official - Web request. Make sure **Course Levels** says **All Levels**. Since we had your address on record all of your address information should already be on this screen. Click **Continue** to proceed.
   2. If scenario B or C applied to you above
      1. For **Transcript Type** choose Official - Web request. Make sure **Course Levels** says **All Levels**. Enter the address you need the transcript sent to and click **Continue** to proceed.
   3. If scenario D applied to you above
      1. For **Transcript Type** choose Official - Web request. Make sure **Course Levels** says **All Levels**. In the Street Line 1 box, enter the word **pickup**. Don't enter anything in any of the other boxes on this screen. Click **Continue** to proceed.
   7. Select the number of copies you want Hofstra to send. You can request up to 5 copies per request and you can make 3 requests per day. If you are asked for an **In Progress Cut-Off Term** we suggest you choose **None** to ensure your entire transcript is sent. Click **Continue** to proceed.
   8. Review the summary of your transcript request. If everything looks correct click **Submit Request**.

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**Can Hofstra email me an official transcript?**

No, Hofstra does not have electronic official transcripts. Official transcripts must be mailed to you. However, you can get an unofficial transcript emailed following the instructions below.

**Request an unofficial transcript be emailed**

**Important**

Unofficial transcripts that are emailed by the Academic Records office are scanned copies of official academic transcripts. They contain the exact same information as an official transcript.

1. Log in to the Hofstra Portal ([http://my.hofstra.edu](http://my.hofstra.edu)).
2. Click Student Services from the menu on the left of the screen.
3. Under the **Student Services** heading, click **Request Printed/Official Transcript**.
4. If you are a current student you will be asked the reason you are ordering a transcript. Make a selection and click **Submit**.
5. For **One Of Your Addresses** select **None**. For **Issue To** enter your email address. Click **Continue** to proceed.
6. For **Transcript Type** choose **Office - Web Request**. For **Course Levels** select **All Levels**. Click **Continue** to proceed.
7. Select the number of copies you want Hofstra to send. You can request up to 5 copies per request and you can make 3 requests per day. If you are asked for an **In Progress Cut-Off Term** we suggest you choose **None** to ensure your entire transcript is sent. Click **Continue** to proceed.
8. Review the summary of your transcript request. If everything looks correct click **Submit Request**.

**Viewing an unofficial transcript**

**Important**

Unofficial transcripts seen on the Portal will only display courses taken after 1993. For courses taken before 1993 request an official transcript be mailed to you or an unofficial transcript be emailed to you.

1. Log in to the Hofstra Portal ([http://my.hofstra.edu](http://my.hofstra.edu)).
2. Click Student Services from the menu on the left of the screen.
3. Under the **Student Services** heading, click **Academic Transcript**.
4. For **Transcript Level** select **All Levels**. For **Transcript Type** select **Official Web Request**.
For non-technical questions about transcripts, including any questions regarding the content of official or unofficial transcripts, contact the Office of Academic Records at 516-463-8000 (AcademicRecords@Hofstra.edu). For assistance with ordering transcripts using the Hofstra Portal contact the Student Technical Support Center.