



Requesting Your Transcript

The LionPATH Student Center allows you to view your unofficial transcript as well as request an official transcript.

Viewing Your Unofficial Transcript

1. From the other academic drop-down menu, select **Transcript: View Unofficial**.
2. Click the **double arrow (GO)** icon.

The View Unofficial Transcript page is displayed.

Search Plan Enroll My Academics

View Unofficial Transcript

Choose an institution and report type and press View Report

****this process may take a few minutes to complete. please do not press any other buttons or links while processing is taking place****

Academic Institution The Pennsylvania State Univ

Report Type Advising Transcript [view report](#)

[Information For Students](#)

[VIEW ALL REQUESTED REPORTS](#)

Figure 1: The View Unofficial Transcript page.

3. Select **Advising Transcript** from the Report Type drop-down menu.
4. Click the **view report** button. **Note:** Do not click on any other buttons or links while processing is taking place. You will see a spinning wheel in the upper right corner of the screen, under the Sign out link, that will indicate your request is processing.

A pdf of your unofficial transcript is displayed in a new window. Use the pdf viewers print option to print your unofficial transcript.

Note: Clicking the VIEW ALL REQUESTED REPORTS button will display a list of previously run reports. To view a report click the view report button to the left.

Request an Official Transcript

1. From the other academic drop-down menu, select **Transcript: Request Official**.
2. Click the **double arrow (GO)** icon.

You will be redirected to the Penn State Transcript Ordering Service page. You will need to complete all 6 steps to order your official transcript.

Note: There is a fee associated with ordering an official transcript.

PENNSSTATE
Office of the University Registrar

1. Login or Register 2. Select Documents 3. Order Details 4. Provide Consent 5. Payment 6. Review Order

Information

Welcome to the Penn State Transcript Ordering Service.

To assist us in retrieving your record and processing your order, please provide as much information as possible. We will only prompt you to complete this form in this first account creation session. You can edit any information in future sessions by clicking the "My Account" link on the upper left toolbar. The information collected here will allow you to track your order(s) and assist us in processing any payments.

Address Details

Welcome to the Pennsylvania State University document ordering site. In order for us to process your document request you will need to provide some information about yourself. This form will only need to be filled out once, any further access will have the information stored for your convenience. Thank you.

Note This information will be used for the following reasons:

- To keep you informed about the status of your order. In addition, your name will be included in the messaging to the recipients of your documents.
- For current billing information
- This information will **not** be sent back to the institution to update their records.

First Name:

Middle Name:

Last Name:

Street Address:

Figure 2: The Penn State Transcript Ordering Service page with step 1 displayed.