Requesting Your Official Transcript

## Request an Official Transcript

Requesting an Official Transcript is done through the Office of the University Registrar. You can navigate to the Penn State Transcript Ordering Service through LionPATH.

1. From the Student Home Base, select the **Academic Records** button.
2. Select the **Request Official Transcript** button located in the navigation collection on the left side of the page.

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.

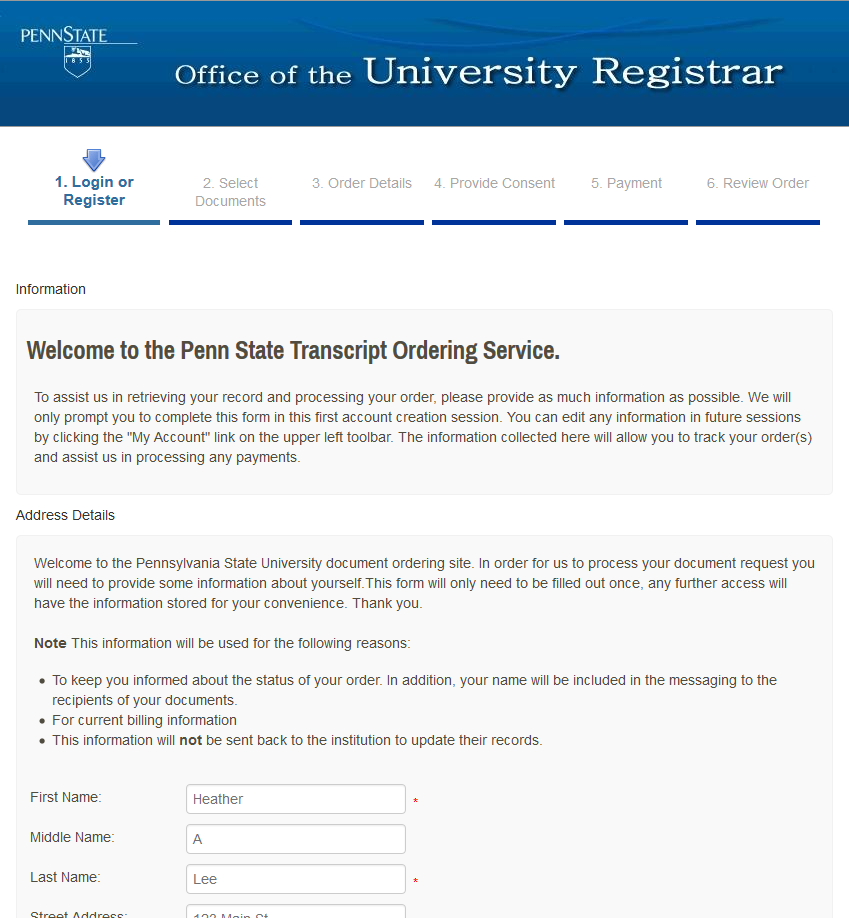


Figure 2: The Penn State Transcript Ordering Service page with step 1 displayed.

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