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.

## Statement of Non-Discrimination

The University is committed to equal access to programs, facilities, admission, and employment for all persons.  It is the policy of the University to maintain an environment free of harassment and free of discrimination against any person because of age, race, color, ancestry, national origin, religion, creed, service in the uniformed services (as defined in state and federal law), veteran status, sex, sexual orientation, marital or family status, pregnancy, pregnancy-related conditions, physical or mental disability, gender, perceived gender, gender identity, genetic information or political ideas.  Discriminatory conduct and harassment, as well as sexual misconduct and relationship violence, violates the dignity of individuals, impedes the realization of the University’s educational mission, and will not be tolerated. Direct all inquiries regarding the nondiscrimination policy to the Affirmative Action Office, The Pennsylvania State University, 328 Boucke Building, University Park, PA 16802-5901, Email: aao@psu.edu, Tel 814-863-0471.