Ordering Official Transcripts for your UHS Course with the University at Albany

Please be advised that the University at Albany is no longer accepting mailed or faxed transcript request forms. Transcripts can ONLY be requested online or in-person: http://www.albany.edu/registrar/transcripts.php. The cost of ordering a transcript online is $10.00. Additional information regarding in-person transcripts may be found at: http://www.albany.edu/registrar/transcript-in-person.php. Electronic transcripts will be available this fall and will be advertised on the Registrar’s webpages as an option when available.

When you choose “online” ordering you will navigate a series of screens. Three (3) important items are listed below that will assist in expediting your request.

1. **Student Information:**
   - Either your Albany ID or Social Security number must be entered below. Both are recommended to expedite your order.
   - **Student ID:** Enter this here.
   - **Social Sec #:** Either SSN or Student ID must be specified.

2. **Tell us when to release your transcript(s):**
   - Process as soon as possible
   - After degree is posted
   - Hold for posting of current semester grades for:
     - Fall Term
     - Spring Term
     - Summer Term
   - Check the appropriate semester:
     - Fall = Fall and Full-Year courses

3. **Check here if you attended through the University in the High School Program:**
   - I am/ was an Undergraduate student.
   - I am/ was a Graduate student.
   - I am/ was a General Studies student.
   - I attended the University in the High School Program (UHS).
   - I was a Mine High School Student (prior to 1977).

Click here for additional transcript order details and to begin your request:
http://www.albany.edu/registrar/transcripts.php

Note: If you choose “process as soon as possible” and your UHS grades are not yet posted, **you will be required to complete a new order and submit the fee again.** If you are certain your UHS grades have been posted, you may select process as soon as possible. For questions regarding when UHS grades are posted, please contact the UHS Office at 518.442.4148.