

Transcript FAQs

How can I order an official or unofficial transcript?

All transcript requests and payments can be made through our online service via <https://secure.studentclearinghouse.org/tsorder/schoolwelcome?ficecode=02267600>
No phone, fax, or email requests can be accepted.

How much does it cost to order a transcript?

Official Transcript

- You will need your Student ID Number or Social Security Number to order an official transcript.
- The standard per transcript fee is \$5; delivery method and online processing fees will be assessed. Additionally, a signed consent form is required to release your transcript.
- If we do not receive your consent form within 30 calendar days from the date you submitted your request, your order will be canceled, and you will not be charged.
- All orders include a non-refundable Clearinghouse fee of \$2.25

* Transcripts may take longer to process during busy seasons.

Unofficial Transcript

- For unofficial transcripts, this feature should be available to you on the student portal on the main Sofia University website.
- If you do not have a Social Security Number and do not remember your Student ID Number, please contact the Office of the Registrar at registrar@sofia.edu.

What is the difference between an official and unofficial transcript?

An official transcript will be printed on official transcript paper that contains Sofia University's logo and the university registrar's signature. The official document will be sealed in an official transcript envelope that will then be placed into a separate envelope addressed to the requested recipient.

An unofficial transcript will be printed on regular copy paper. It will *not* contain Sofia University's logo or the university registrar's signature. The unofficial document will be placed directly into an envelope addressed to the requested recipient.

How long does a transcript take to process and when will I receive it?

Regular processing: 6-10 business days

- * Transcripts may take longer to process during busy seasons.
- * International shipping may take longer than the posted delivery times. Choose "Overnight" if you would like a tracking number and faster delivery.

What do I do if the requested recipient has trouble viewing the PDF transcript?

Visit the FAQ regarding troubleshooting provided by the National Student Clearinghouse:
<https://studentclearinghouse.org/help/>

Does the electronic PDF transcript have an expiration date?

For security purposes, electronic PDF transcripts will expire after 30 days, even if it has been saved to your computer or forwarded to another party. To retain a copy, you will need to print it. Please be aware that printed copies of a PDF electronic transcript will bear the institution watermark and will be considered unofficial.

I have attended both undergraduate and graduate programs at Sofia, do I need to submit two separate transcript requests?

You only need to submit one transcript request. The transcript issued will contain your full academic record.