



Transcript Request Information

Effective July 1, 2010 the University no longer accepts credit card payments for transcripts over the phone or via fax. You may use this online form to pay via e-check or credit card. The University only accepts credit card payments online.

An official transcript is placed in a sealed envelope and bears the University seal and signature of the University Registrar. In order to release a transcript, the University Registrar's Office needs to verify the identity of the student as well as receive a formal, written request bearing the signature of the student.

To request a transcript, please do one of the following options:

1. Complete the [online request form](#), make payment online via credit card or e-check, and print the transcript request email and forward the signed and dated request to the Registrar's office via fax at 215-951-2742 or scan and email the signed form to Registrar@PhilaU.edu.
2. If you are paying cash (or if you would like to bring in a check) you will need to fill out the Transcript Request Form for Walk Ins and take your payment to the Cashier's window in the Student Account Office (1st floor of Archer Hall) and then bring the form with proof of payment back to the Registrar's office. The University does not accept mailed payments for Transcript Requests.

Contact the University Registrar

Tel: 215-951-2990

Email: <mailto:Registrar@PhilaU.edu>