

DEGREE OR TRANSCRIPT ISSUANCE

The Office of the Registrar maintains the academic records of students and issues transcripts of credits for any student who has fulfilled all financial obligations to Albany State University. The official transcript will be issued to any institution, organization or agency if a written request is made by the student. Three to five working days should be allowed for processing of transcripts. The transcript fee is \$4.50 for eScript, \$6.50 for US Mail and pick-up. Transcripts from other colleges and high schools are not provided to the student. The student must contact the previous college or high school for those transcripts. All transcript requests must be made in writing. Students can receive unofficial copies of the transcript. Official transcripts with the seal of the institution must be sent directly to the institution or agency using them.

Additional transcript information and links to order transcripts can be found here. (https://www.asurams.edu/enrollment-management/office_of_the_registrar/transcript-information.php)