

## **Adler University Transcript Release – Chicago and Online Campuses**

### **Unofficial Transcripts**

Unofficial transcripts are currently free of charge. Current students and alum with access to Adler Connect, [connect.adler.edu](http://connect.adler.edu), have direct access to their unofficial transcript through the Student Planning option in Self-Service.

Alum and former students who do not have access to Self-Service may request a copy of their unofficial transcript by requesting the **Enrollment and Degree Verification form**. Please connect with the Office of the Registrar at [registrar@adler.edu](mailto:registrar@adler.edu) to request form.

Current students with access to Adler Connect will not have access to view their unofficial transcript in Student Planning. You may request your unofficial transcript by completing the **Enrollment and Degree Verification form**. The form is available under the Documents and Forms section on the Registrar page on Adler Connect, <https://connect.adler.edu/student-services/registrar/Pages/default.aspx>.

### **Official Transcripts**

Official transcripts are available for ordering exclusively via the National Student Clearinghouse (Clearinghouse), <https://tsorder.studentclearinghouse.org/school/select> and search for Adler University or <https://www.studentclearinghouse.org/#>, select the “Order-Track-Verify”, select “Order a Transcript”, and search for Adler University. The National Student Clearinghouse is the authorized vendor for official transcript ordering for all campuses except Vancouver.

Students have the option to order official electronic or paper transcripts through the Clearinghouse. Delivery options include secure electronic PDF, overnight shipping, standard United Postal Service, and various expedited options. Cost and fees are indicated as you select the type of transcript you want.

Official transcripts are typically held until all financial obligations have been met. The only exceptions are when the official transcript is needed to complete a job application, transfer from one institution of higher education to another, apply for State, federal, or institutional financial aid, join the United States Armed Forces or Illinois National Guard, or pursue other postsecondary opportunities. The requestor will need to select the appropriate reason when requesting their transcript via the Clearinghouse.

Complete details regarding requesting official transcripts for practicum, externship, internship, and post-doc purposes are also available via the Clearinghouse. Questions regarding practicum, externship, internship, and post-doc must be referred to your academic program.

If you have questions regarding the transcript ordering process, please connect with the Office of the Registrar at [registrar@adler.edu](mailto:registrar@adler.edu).