

# Transcripts

## Requesting Official Transcripts

Requests for official Howard University transcripts are fulfilled through the [National Student Clearinghouse](#): a trusted source for secure transcript delivery. Please visit the [Transcript Ordering](#) webpage to initiate your request. You may use your student ID number *OR* SSN number to initiate your request. To initiate a transcript request for electronic delivery via [BisonWeb](#), please go to **Student Services -> Student Records -> Request Printed/Official Transcript**.

Each academic transcript issued by the Office of the Registrar reflects, in chronological order, the COMPLETE and UNABRIDGED history of ALL academic endeavors attempted and/or earned by the student at Howard University. Partial transcripts are not furnished. Students may also obtain unofficial transcripts for free via BisonWeb. The Office of the Registrar does not issue unofficial transcripts.

### Cost and Payment Method

All Howard University transcripts are \$8.25 per copy. You can pay for your transcript order with any major credit or debit card. Your card will not be charged until we have sent your transcript(s). However, if you are using a debit card, your bank may put a hold on your funds when we pre-authorize your payment. If you have questions about the pre-authorization, please contact your bank.

### Tracking Options

Order updates will be sent to you via email, and via text messages if you select this option. You can also track your transcript order online.

### Processing Time and Delivery

Transcript requests are processed in the order they are received. Normal processing time is 2 business days. However, requests received for individuals who attended prior to 1985 may take 3 to 5 business days.

### Processing Option:

Now - Transcript reflects current grades and classes as of the date requested.

### Current Delivery Options:

Electronic: **ONLY generally available for 1990 graduates to present (Note: if you graduated prior to 1990 and your academic records are present in BisonWeb via Student Records -> Academic Transcript, you may also request your transcript via the Clearinghouse)**

- Expiration: 30 days
- Printing is allowed
- Copying and Modify is not allowed

## Hold

Transcript orders are processed by the Howard University Office of the Registrar. **If you have a hold on your student record the university will not process your transcript request until it has been resolved.**

## **Written Requests (unavailable at this time)**