

# Transcripts

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There are two ways to request an official UAH transcript.

1. Fill out the transcript request form (<http://www.uah.edu/images/admissions/Registrar/Charger%20Central/Forms/offtran071116.pdf>). The completed form and payment information can be sent via fax to 256.824.7780 ([http://catalog.uah.edu/grad/academics/transcripts/tel:\(256\)%20824-7780](http://catalog.uah.edu/grad/academics/transcripts/tel:(256)%20824-7780)), scanned and emailed to [registrar@uah.edu](mailto:registrar@uah.edu), mailed to our office, or dropped off in-person.

2. You can also request electronic or paper official transcripts through the National Student Clearinghouse ([https://www.studentclearinghouse.org/secure\\_area/Transcript/login.asp?FICEcode=00105500](https://www.studentclearinghouse.org/secure_area/Transcript/login.asp?FICEcode=00105500)).

o In order to send PDF transcripts, you must request them through the link above.

**Please note:** effective August 1, 2016, a 3% convenience fee will be added to all credit/debit card payments. However, if you use the National Student Clearinghouse ([https://www.studentclearinghouse.org/secure\\_area/Transcript/login.asp?FICEcode=00105500](https://www.studentclearinghouse.org/secure_area/Transcript/login.asp?FICEcode=00105500)) to request transcripts, you will *not* be charged the convenience fee.