

# How to Request an Official Transcript

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You may request an official transcript by either filling out a Transcript Release Form, or by logging in to the Student Information System (SIS).

**Please note:** The College reserves the right to withhold, deny or cancel any transcript request due to financial holds and fees due for any course, program of study, or degree.

[Click here](#) to download the Transcript Release Form. Once completed, you may either fax, mail or submit the form in person to us.

To order your transcript online through the Student Information System (SIS), please follow the steps below:

## Official Transcript

- Log in to SIS using your EasyLogin
- Click 'Student'
- Click 'Student Records'
- Click 'Request Transcript'
- Next to 'Issue to', type in the college/institution you would like the transcript to be sent to, click 'Continue'
- Complete the required address fields, click 'Continue'
- Select number of copies, In-progress Cut-off term, and when you would like your transcript sent
- Click 'Continue'
- Verify information, click 'Submit Request'
- Provide payment information, click 'Continue'
- Verify credit card information, click 'Confirm'
- Transcript will be sent within two business days

## NH Transfer Transcript

**Request a transcript to be sent to NH Transfer, for an online evaluation of transfer credits**

- Log in to SIS
- Click 'Student'
- Click 'Student Records'
- Click 'Request Transcript'
- Using drop down menu next to NH Transfer, click 'NH Transfer', click 'Continue'
- Address information automatically fills in, click 'Continue'
- Click 'Continue'
- Verify information, click 'Submit Request'
- Confirmation page with User ID and Password
- Transcript will be sent within two business days