

Requesting Official HPU Transcripts (Current Students)

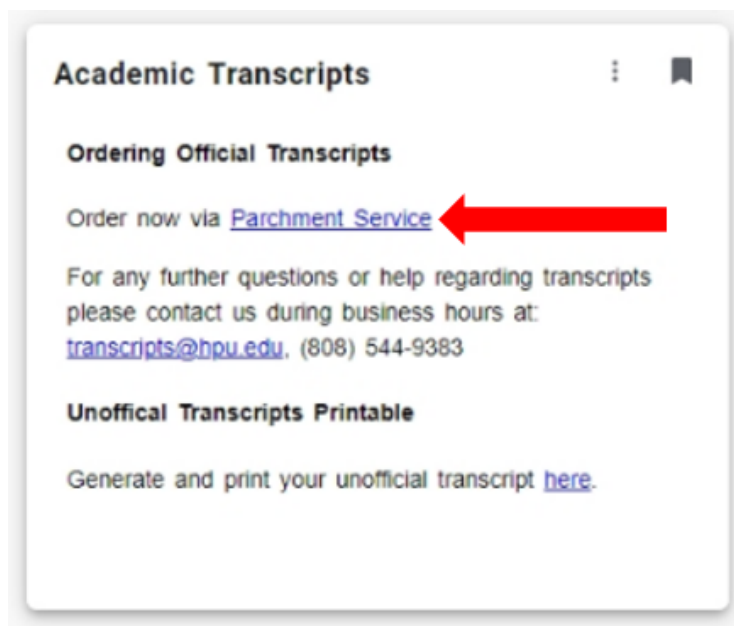
Step 1: Log in to your MyHPU Portal

Note: If you do not see the link to order official transcripts on your home page, then you will need to add the Transcript card to your home page. If the Academic Transcript Card is on your home page, then skip to step 4.

Step 2: Scroll to the bottom of your home page, and click on "Discover More"

Step 3: Locate the "Academic Transcripts" card, then click on the bookmark icon on the top right corner of the card to add it to your home page.

Step 4: Locate the Academic Transcripts card on your home page, then click on the "Parchment Service" link found under "Ordering Official Transcripts".





Step 5: Select your transcript type.

Electronic Transcripts	Paper Transcripts
<ul style="list-style-type: none">• Delivered to any valid email address via secured certified PDF.• Additional cost for express processing or delivery is not required.• To avoid a duplicate charge, check with your recipient for the exact email address to send an official certified PDF transcript before requesting it!• All charges for eTranscripts are nonrefundable.	<ul style="list-style-type: none">• Regular Processing (\$10 per transcript): The transcript order will be completed and shipped within 3-5 business days via the delivery method selected in your order.• Rush Processing (\$17 per transcript): The transcript order will be completed and shipped within 2 business days via the delivery method selected in your order.• Visit our website here for information on the delivery methods for paper transcripts.

Note: Please select "Hold for Degree" or "Hold for Grades" if you have a form/supporting documents that need to be completed and attached to your transcript.

- **“Hold for Grades”** if you are waiting for grades to be posted. Grades are available a week after the term ends.
 - **First Year Students:** If this is your first semester, you will not have an official transcript. Official transcripts can only be generated when you have completed classes at Hawaii Pacific University. If you would like your transcripts to have your grades posted, please select “Hold for Grades” when submitting your order. Submitting your order without selecting “Hold for Grades” will cause your order to be cancelled.
- **“Hold for Degree”** if you are waiting for your degree to be awarded. Your degree will be awarded after the conferral process which can take up to approximately **60 days after the term ends** to complete. Questions? Contact ptg@hpu.edu.

If neither options are selected, the system will continue to automatically process your order.

Step 6: Complete all requested information.

Step 7: Review order.

Step 8: Submit.

Questions? Contact transcripts@hpu.edu.