

Ordering an Official Transcript in DukeHub

NOTE: DukeHub should be used for official transcripts by all current students and students who have graduated or left Duke within the last year. However, students who request transcripts to be sent via FedEx or to have additional attachments should **not** use DukeHub, and should instead use our [Transcript Request Form](#). Duke alumni and former students who no longer have access to DukeHub can visit [our website](#) to submit a request for an official transcript.

- 1) After logging in to DukeHub and going to Student Home, navigate to the Forms & Requests panel. Click on Request Transcripts in the Academic Forms section to begin your request.



Please turn off your pop-up blocker before downloading any form. Instructions can be found [here](#).



- 2) Select your career in the Request Transcript window. Then scroll down to choose how you would like your transcript delivered – either via regular mail to a physical address, or via electronic copy to be sent to an email address.

Request Transcript

Request Official Transcript

Previously Requested Transcripts

Select Institution

Select Career 

Information for Students

Requesting Official Transcript: Using DukeHub, your transcript can be:

Delivered by mail to any address, or
Emailed as a secure .PDF document to an email account

- Transcripts requested via DukeHub are generally processed the next **business** day.
- You will see a confirmation in the "Previously Requested Transcripts" link below once your transcript has been sent.
- Emailed transcripts come from ScripSafe. You may need to check your SPAM folder for this message if you do not see your request within 3 business days.
- Your Bursar and/or Financial Aid accounts must be in good order; otherwise transcript requests are blocked.
- You may request that the transcript be held for final grades or degree posting.
- All transcripts coming from the Office of the University Registrar are produced as "official" and carry the Duke University seal. We do not produce "unofficial" transcripts.
- Students are billed a one-time transcript fee during their first semester of enrollment. Therefore, no payment is required when ordering transcripts.
- You may order up to 9 copies via DukeHub each time you make a request.
- For additional information, please visit:

<http://registrar.duke.edu/student-records/transcripts-verifications>

School of Medicine Students:

- Electronic transcripts are available through DukeHub except for the following: Do not request an electronic transcript be emailed for the completion of licensure packets that require additional correspondence/documentation be included with your transcripts or for those that need to be mailed in a sealed envelope. Instead, you must select the mail option or come to the registrar's office for a transcript "pick-up".
- For additional information, please visit:

<https://medschool.duke.edu/education/student-services/office-registrar/student-services-and-resources>

Send to Physical Address

Send to an Email Address

Clear

- 3) After you have selected how you would like your transcript delivered, you can choose your processing options. Here you'll specify when you would like your request processed, the number of copies you want processed (if sending to a physical address), and the recipient's information. When you are finished providing this information, click Submit.

Send to Physical Address

Select Processing Options

If you choose to have your request held for grade posting or degree conferral, it will not be processed until the date shown.

Select Option

Quantity (9 Copies Maximum)

Enter Recipient Address Information

Send To My Address

Check this box to send a transcript to yourself

Send To

Country

Address

[Add/Update Address](#)

To send a transcript to a third party, enter the recipient's name in the Send To box, then click Add/Update Address to enter their address

****Incomplete address information will delay your request.****

Send to an Email Address

Select Processing Options

If you choose to have your request held for grade posting or degree conferral, it will not be processed until the date shown.

Select Option

Name

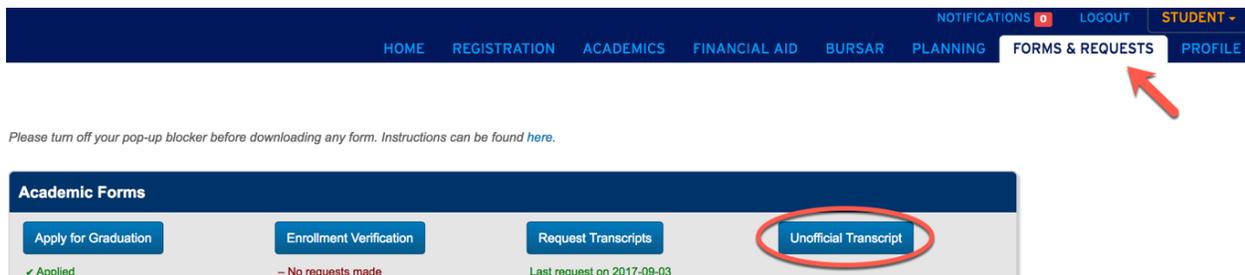
Email Address

Obtaining an Unofficial Transcript in DukeHub

NOTE: DukeHub can only be used for unofficial transcripts by all current students and students who have graduated or left Duke within the last year. Duke alumni and former students who no longer have access to DukeHub cannot request unofficial copies of their transcripts. Instead, please visit [our website](#) to submit your request for an official transcript.

- 1) After logging in to DukeHub and going to Student Home, navigate to the Forms & Requests panel. Click on Unofficial Transcript in the Academic Forms section to begin your request.

NOTE: You must turn off your browser's pop-up blocker before beginning your request. The transcript will be inaccessible otherwise. Instructions for turning off pop-up blockers can be found at the top of the Forms & Requests page.



- 2) Select Unofficial Transcript as your Report Type. Then click View Report to generate your transcript.

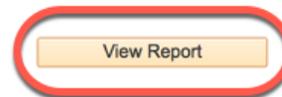
View Unofficial Transcript

Choose an institution and report type and press View Report

****This process may take a few minutes to complete. Please do not press any other buttons or links while processing is taking place****

Academic Institution

Report Type



Information For Students

This may take up to a minute to generate. We appreciate your patience.
NOTE: Pop-up Blockers must be turned off to view the PDF file.

[View All Requested Reports](#)

3) Your transcript will be generated as a PDF that you can either download and save or print directly from your browser.

NOTE: At this time, it is not advised to use Internet Explorer or Microsoft Edge to generate an unofficial transcript.

