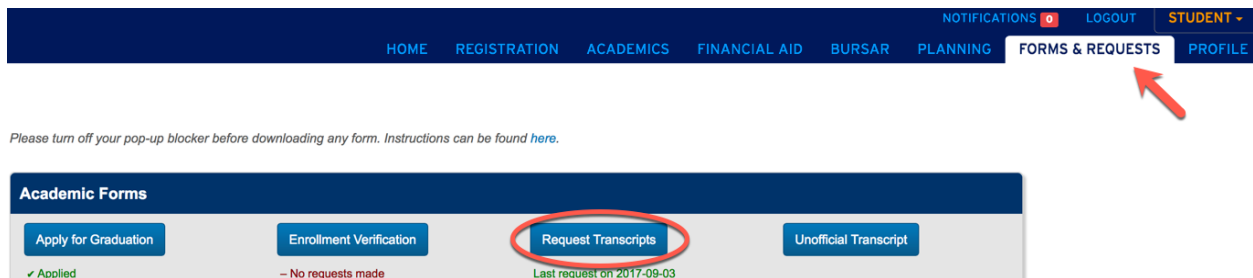


## Ordering an Official Transcript in DukeHub

**NOTE:** DukeHub should be used for official transcripts by all current students and students who have graduated or left Duke within the last year. Duke alumni and former students who no longer have access to DukeHub can visit [Parchment Storefront](#) 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.



- 2) You will then be transferred to the Parchment Storefront. Complete the online order form.