

## How to Order a Transcript

**Please be aware that your high school transcript won't include your credits for CU Succeed classes. In order to transfer these CU credits, you'll need to order an official transcript from CU Denver to be sent directly to your future college.**

1. Go to [www.ucdenver.edu/transcripts](http://www.ucdenver.edu/transcripts)
2. Click on the "Request Official Transcripts" button
3. Click "Create Account" (or, if you have previously ordered a transcript or created an account, log in)
  - Use a personal email address that will not expire
  - Dates do not need to be exact
  - Enter "0000" for your Social Security number
  - Input your Student ID#.

**\*If you need your ID#, call the Registrar's Office at 303-315-2600**
5. Once your account is created, type in the name of the college where the transcript should be sent, then click on the Search button. This will bring up a list; click on the most appropriate choice. If you are unsure where to send your transcript, call the admissions office of the school you will be attending.  
  
[You can also click on "Send to Yourself, Another Individual, or Third Party" below the box.]
6. Click on "Product Type" you want (electronic or paper):
  - The campus you attended was Denver
  - Electronic transcripts cost \$10 and will be sent to your designated email address in 1-3 hours
  - Standard paper transcripts cost \$12 and will arrive by mail in 7-10 days.
7. Provide consent and payment