

TRANSCRIPT REQUEST INFORMATION

1) Requesting an Official Transcript

- a. You can request an official transcript from LORA.
- b. Click on the “STUDENT RECORDS” tab and select “Official Transcript Request” from the drop down. See below.
- c. You can request that an official transcript be mailed to you or a third party (potential employer, etc.). Transcripts are free of charge if requested through LORA.
- d. Official transcripts can only be mailed or picked up in person. Loyola DOES NOT have an e-Script system to send transcripts via email. Loyola cannot fax transcripts.
- e. If you would like to pick up your transcript in person, please see the [Student Records website](#) for pickup protocol during the pandemic.
- f. The College of Law cannot process an official transcript for you. Only the University Student Records Office can process official transcripts.



2) Pulling an Unofficial Transcript

- a. Click on the “STUDENT RECORDS” tab and select “Institutional Coursework” from the drop down. See below.
- b. Just print the page as a PDF to attach to an email, application, etc.

