

# TRANSCRIPTS

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An official transcript is a sealed or verifiable PDF document of your academic record at Sierra College. Students may order an official electronic transcript or a sealed official transcript. A PDF transcript is considered official for the recipient only. When re-sent, PDF transcripts become unofficial.

Official academic transcripts may be requested through the following methods:

- Current Sierra College students and students who attended within the past year may order transcripts online through mySierra (<https://sso.sierracollege.edu/cas/login/?service=https%3A%2F%2Fmysierra.sierracollege.edu%2Fc%2Fportal%2Flogin>). This is the fastest way to order online, as a signature authorization is not required.
- Students who attended Sierra College over a year ago may order transcripts online through Parchment (<https://www.parchment.com/u/registration/34320/institution/>). An authorization form may be required.

One electronic and one paper requested from Sierra College are free of charge. The processing and transcript charges are as follows:

- PDF delivery service at a cost of \$5.00 per transcript;
- Standard mail service at a cost of \$7.00 per transcript;
- Rush processing - pick up (photo identification required) at a cost of \$15 per transcript. Allow 24 hrs. to process. Orders placed after 12pm, will be available next business day;
- Domestic and international Federal Express delivery at a cost of \$23.00 - \$43.00 per transcript.

Allow 5–7 business days for processing regular orders and up to 14 days for orders with attachments or IGETC/GE Certifications.

Processing times do not include U.S. Postal Service mailing time. For more information on ordering official transcripts (<https://www.sierracollege.edu/admissions/transcripts/>), please visit the website or contact a campus Admissions and Records office, (916) 660-7340 or (530) 274-5302.

Unofficial transcripts are available through mySierra for students who have attended within the last year or are currently enrolled at Sierra College. Students who attended more than a year ago cannot order unofficial transcripts online; however, unofficial transcripts are available free of charge at an Admissions and Records office.