TRANSCRIPT POLICIES

Rice University provides official hard-copy transcripts and electronic transcripts. Official transcripts are issued only at the request of the student via <u>ESTHER</u> (https://esther.rice.edu/) or via the National Student Clearinghouse (https://www.studentclearinghouse.org/secure_area/ <u>Transcript/to_bridge.asp</u>). Official transcript requests should be made at least five working days before the desired date of issue. A fee per transcript must be received before a transcript is issued. Expedited transcripts for express delivery will incur an additional fee. See the *Tuition, Fees, and Expenses* section of the General Announcements for undergraduate students (https://ga.rice.edu/undergraduate-students/ student-services-organizations/tuition-fees-expenses/) or for graduate students (https://ga.rice.edu/graduate-students/student-services-organizations/tuition-fees-expenses/).

Transcripts that have been presented for admission or evaluation of credit become a part of the student's permanent record and are not reissued. Transcripts from other institutions, if needed, must be sent to Rice University directly from the original issuing institution. For additional information and instructions, visit the <u>Transcript Requests</u> (<u>https://registrar.rice.edu/students/transcripts/</u>) page of the Office of the Registrar website.