How-To Order Official Transcripts

1. To begin, go to the Sam Houston home page at www.shsu.edu.

2. At the top of the screen, hover over the Services & Resources tab and then select Registrar.
3. Scroll down to the **Transcripts & Enrollment Verification** tab and then select **Transcripts**.

4. Select either **Current Students** or **Alumni and Former Students** to be properly redirected.
5. **Select** the option that best applies.

6. **Select an option**, then enter the required information.
7. Enter the following personal information to create an account with Parchment.

8. You will then be able to choose where the transcripts will be delivered to.
9. **Confirm** the information. **Sign** for the transcripts. **Accept** the terms.

10. **Alternatively**, you can request that they be sent to a **3rd party** by selecting one of the following options.
11. You can have them securely sent via email or physical mail.

If you have any questions, please contact the Registrar’s Office by email at registrar@shsu.edu or at 936-294-1040.