



Transcript Policies

A transcript is a certified official copy of your permanent academic record. You are the only one authorized to receive a copy of your transcript. Written permission and an original signature are required to obtain your transcript. If your records have been placed on hold for any reason, your transcript will not be issued.

A transcript picked up by or sent directly to a student will be stamped "Issued to Student." Some institutions will not consider this an official copy. Institutions that do will likely expect to receive the transcript in an envelope sealed by the Registrar.

Transcripts may not be requested by phone or e-mail.

Fee

There is no fee for requesting a transcript unless the request is made in person and an official transcript is needed immediately. The fee is \$25 for immediate assistance.

To have an official transcript sent to Rockhurst University

Current Students mail to:

Rockhurst University
Registrar's Office
1100 Rockhurst Road
Kansas City, MO 64110

Future Students mail to:

Rockhurst University
Office of Admissions
1100 Rockhurst Road
Kansas City, MO 64110