#StudentLinkDIY:
How To Request Official Transcript (Paper/Electronic)

1. Log onto Albert and click on the “Sign in to Albert” tab.
2. Select the “Grades & Transcripts” tab on the left.

3. Click on “Transcript Official” link on the top right.

4. Select “Paper/Electronic Transcript”.

   **NOTE:** Paper and electronic transcript requests will be issued by National Student Clearinghouse (NSC). There is currently no charge for first class mail. The electronic transcript request costs $3.25 for each transcript recipient specified in the order. Please disable any pop-up blocker prior to selecting Paper/Electronic Transcript. A new tab should automatically open for NSC student self-service site.

5. Click on “Order a transcript”.

6. Select “Order Transcript(s)” link at the bottom.

7. Enter your personal information, recipient information, processing details and delivery information. Click “Add to Cart” upon completion. Schools/Programs attended section is optional. You may attach additional documents by uploading the files in the Upload Attachment section.

8. Upon checkout, review your recipient delivery information and select “Checkout”.

If you are unable to access NYU Home/Albert:

You can request your Paper/Electronic transcripts by ordering directly from the National Student Clearinghouse website. Click on “Order-Track-Verify” tab and select the “Order a Transcript” option and follow the instructions. You can request Paper Transcripts by completing an online transcript request form or request in-person at a StudentLink Center.

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