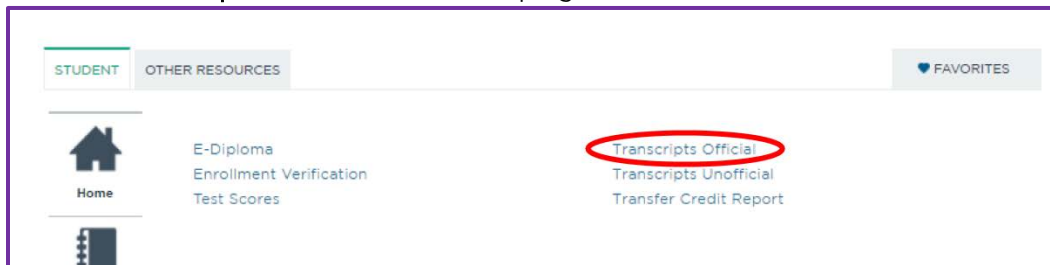


# #StudentLinkDIY: How To Request Official Transcript (Paper/Electronic)

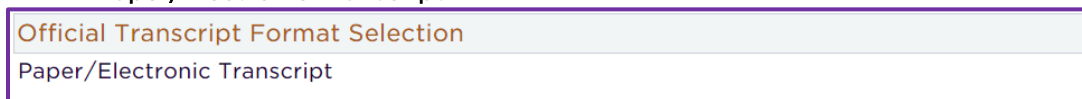
1. Log onto [Albert](#) and click on the “Sign in to Albert” tab.
2. Select the “Grades & Transcripts” tab on the left.



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”.



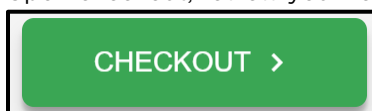
6. Select “Order Transcript(s)” link at the bottom.



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](#).