

## **Official vs. Unofficial Transcripts**

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### **Summary**

The difference between official and unofficial transcripts at A-B Tech

### **Overview**

Both official and unofficial transcripts contain much of the same information about a student's academic record, including: a chronological list of your classes, grades, degrees earned, and cumulative grade point average (GPA). An official transcript will also include the Registrar's signature, the college seal, and the date it was issued. There is a fee to order an official A-B Tech transcript, whereas your unofficial transcript is free.

### **Unofficial Transcripts**

Unofficial transcripts are available to view and print in your Self-Service account. Another school or an employer sometimes only requires an unofficial transcript from you, depending on what you need the transcript for.

### **Official Transcripts**

If you are obtaining a transcript to submit to another school, you will likely

need an official transcript. We use a third party service called Parchment. Most schools will accept transcripts electronically using Parchment, National Student Clearing House, or Script Safe, but you should check with the institution to ask if they would like it sent electronically through Parchment or by mail.

You can order transcripts online by visiting [abtech.edu/transcripts](http://abtech.edu/transcripts). You can select to have it mailed in a sealed envelope or sent electronically if the institution allows. Electronic transcripts are certified PDFs that contain a digital signature and other security features.

You can also fill out a form and obtain an official transcript “On Demand” in person at the Bailey Building. There is a \$10 fee that can be paid online ([pay for on-demand transcript ONLY](#)) or in person at the [Business Office](#). The [Records and Registration Office](#) will provide you with a sealed envelope that contains your official transcript (please keep in mind that if you are providing it to another institution, it must stay sealed or it will be unofficial).

Official transcripts will show credits that have been transferred to A-B Tech, but please keep in mind that most institutions will require you to submit official transcripts from the original school as well.

**Key Words:** order transcripts, unofficial vs official transcripts, transcript

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