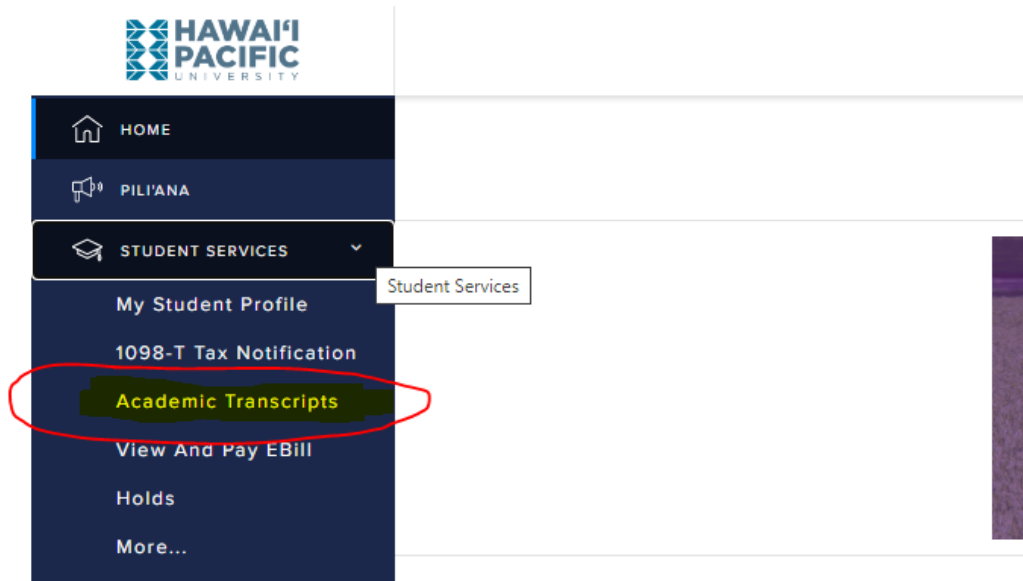


Requesting Official HPU Transcripts (Current Students)

1. Login to your MyHPU Portal.
2. Click on [Student Services](#).
3. Click on [Academic Transcripts](#).



4. Click on [Order Now via Parchment Services](#).

Ordering Official Transcripts

[Order now via Parchment Service](#)

For any further questions or help regarding transcripts please contact us during business hours at: transcripts@hpu.edu, (808) 544-9383

Unofficial Transcripts Printable

[Unofficial Transcripts](#)

Please use the link above, from there you can populate your unofficial transcript

5. Select your transcript type.

Electronic Transcripts	Paper Transcripts
<ul style="list-style-type: none"> Delivered to any valid email address via secured certified PDF. Additional cost for express processing or delivery is not required. To avoid a duplicate charge, check with your recipient for the exact email address to send an official certified PDF transcript before requesting it! All charges for eTranscripts are nonrefundable. 	<ul style="list-style-type: none"> Regular Processing (\$10 per transcript): The transcript order will be completed and shipped within 3-5 business days via the delivery method selected in your order. Rush Processing (\$17 per transcript): The transcript order will be completed and shipped within 2 business days via the delivery method selected in your order. Visit our website here for information on the delivery methods for paper transcripts.

Note: Please select "Hold for Degree" or "Hold for Grades" if you have a form/supporting documents that need to be completed and attached to your transcript.

- **“Hold for Grades”** if you are waiting for grades to be posted. Grades are available a week after the term ends.
 - **First Year Students:** If this is your first semester, you will not have an official transcript. Official transcripts can only be generated when you have completed classes at Hawaii Pacific University. If you would like your transcripts to have your grades posted, please select “Hold for Grades” when submitting your order. Submitting your order without selecting “Hold for Grades” will cause your order to be cancelled.
- **“Hold for Degree”** if you are waiting for your degree to be awarded. Your degree will be awarded after the conferral process which can take up to approximately **60 days after the term ends** to complete. Questions? Contact ptg@hpu.edu.

If neither options are selected, the system will continue to automatically process your order.

6. Complete all requested information.

7. Review order.

8. Submit.

Questions? Contact transcripts@hpu.edu.