

Order an Official Transcript

1. To order an official transcript sign into your Student Center and click on the My Academics link.

Academics

[Search](#)
[Plan](#)
[Enroll](#)
[My Academics](#)

other academic... ▾ ⊗

Deadlines

This Week's Schedule

Class	Schedule
GENBUS 202-002 LEC (72566)	MoWe 2:40PM - 3:55PM Business Bldg Rm 101
PSYC 101-003 LEC (71001)	MoWeFr 11:40AM - 12:30PM Liberal Arts Bldg Rm 106
SPANISH 101-006 LEC (72095)	MoWeThFr 12:40PM - 1:30PM Education Bldg Rm 320
SPANISH 101-A LAB (71081)	Albertsons Library Rm 144

weekly schedule ▶

SEARCH FOR CLASSES

Holds
No Holds.

To Do List
07-08 Direct Loan Counseling
08-09 Direct Loan Counseling
[details ▶](#)

Enrollment Dates
Enrollment Appointment
You may begin enrolling for the Spring 2009 Regular Academic Session on September 15, 2008.
[details ▶](#)

Advisor
Program Advisor
Contact your major department IC
[details ▶](#)

Finances

My Account
[Account Inquiry](#)
[Student Financials Home](#)
make a payment ▶

Financial Aid
[View Financial Aid](#)
[Accept/Decline Awards](#)
[Scholarships](#)

other financial... ▾ ⊗

Account Summary
You owe 2,386.00.
■ Due Now 2,386.00
■ Future Due 0.00
** You have a past due balance of 2,336.00. **
Currency used is US Dollar.

Know your due dates and deadlines! Missing a deadline could be costly. A monthly late fee of 21% per annum (1.75% per month or \$10, whichever is greater) will be assessed at the beginning of the month on past-due balances. Unpaid account balances may be sent to an outside collection agency.

Personal Information

[Emergency Contact](#)
[Names](#)

other personal... ▾ ⊗

Contact Information

[Mailing Address](#)
123 Univ Dr
Boise, ID 83725
[Curr. Reg. Phone](#)
333-3333
[BroncoMail E-Mail](#)
Buster@boisestate.edu

2. Click on the Request official transcript link.

go to ... ▾ ⊗

[Search](#) [Plan](#) [Enroll](#) [My Academics](#)

My Academics

Degree Progress Report [View Degree Progress Report](#)

Advisors [View my advisors](#)

Major/Minor [View/Change my Major/Minor Plan](#)

Transfer Credit [View my transfer credit report](#)

Course History [View my course history](#)

Transcript [View my unofficial transcript](#)
[Request official transcript](#)

Enrollment Verification [Request enrollment verification](#)

Graduation [Apply for graduation](#)

My Program:
Institution - Boise State University
Career - Undergraduate
Program - Undergraduate Degree Seeking
Major - Business & Econ-Undeclared

[Search](#) [Plan](#) [Enroll](#) [My Academics](#)

go to ... ▾ ⊗

Order an Official Transcript

3. Read instructions and click on Continue.

Request Official Transcript

Instructions:

Welcome to Boise State's online transcript request. **You must use a valid Visa, MasterCard or Discover credit/debit card to order your official transcript on line.** Clicking a Cancel button at any point during this transaction will require you to start your order over again from the beginning.


While the majority of transcript requests may be submitted online, the following is a list of exceptions:

- Orders payable with cash or check
- Orders with special instructions or transcript attachments
- Immediate *pickup* service requests (\$20 charge, only in-person)

If you are paying with cash or check, have a transcript attachment, or require immediate *pickup* service, please fill out, print, sign, and return the Transcript Request Form, located on the [Registrar's](#) home page, to the Registrar's Office.

You must have a valid Visa, MasterCard, or Discover credit/debit card to continue with an online transcript request.

Continue with an online request?



Order an Official Transcript

4. Enter delivery information, number of copies, type, and a contact phone number or email address, and then click Continue.

Request Official Transcript

*Select Institution:
Boise State University

Steps to Order an Official Transcript

1. Select the Processing Option to indicate when your order should be processed.
2. Select an address type (mailing address, another address, fax, or pick-up).
3. Select delivery type and input number of transcripts
4. Provide a Contact for Failed Delivery
5. Click the 'Add Another Recipient' to make additional requests or click Continue.

Notes:

- All Official Transcripts are sent signed and sealed.
- You can only select one processing option, one address type and one delivery type per recipient.
- **Rush Mail cannot be delivered to a PO Box and must be sent to a physical street address.**

Caution: Clicking a Cancel button at any point during this transaction will require you to start your order over again from the beginning.

Select Processing Option

If you choose to have your request held for grade posting or degree conferral, it will not be processed until the approximate date range shown below.

Regular Processing

Transcript Mailing Address

Select 1

Send to my Mailing Address
 Send to Another Address

Attention:
Send To:
Address 1:
Address 2:
City: Boise
State: ID Postal Code:
Country: USA

Send to this Fax Number
 Pick up order in the Registrar's Office

Copies: Type: Fee:
Order Total: \$0.00

Contact for Failed Delivery

Please enter a phone number or email address that we can use to contact you if the delivery of your transcript fails.

[Add Another Recipient](#) [Delete Recipient](#)

Order an Official Transcript

5. Confirm order information and click Save Order.

Request Official Transcript

Recipient and Order Information:

Below is the information you have just submitted for this transcript request(s). To make any changes to this order, click the Edit or Delete Recipient Order button next to the recipient you would like to change or delete.

If you need to add another request to this order, click any Edit or Delete Recipient Order button. Then click the Add Another Recipient link at the bottom of the next page.

Caution: Clicking a Cancel button at any point during this transaction will require you to start your order over again from the beginning.

Recipients in This Order		Find	First	1 of 1	Last
Bronco, Buster					
123 Univ Drive					
Boise, ID 83725	ID				
1 Mail	Mailed next business day.				
Charge:	\$5.00				

Order Total: 5.00

[Save Order](#) [Continue & Pay](#) [Cancel Order](#)

6. Click on Continue & Pay and follow the next few pages to complete your payment.

Request Official Transcript

Buster Bronco

Recipient and Order Information:

Below is the information you have just submitted for this transcript request.

PLEASE, USE YOUR BROWSER TO PRINT THIS PAGE FOR A DETAILED RECORD OF THIS REQUEST. You will be prompted to print a receipt after you have paid for this order.

Recipients in This Order		Find	First	1 of 1	Last
Bronco, Buster					
123 Univ Drive					
Boise, ID 83725					
1 Mail	Mailed next business day.				
Charge:	\$5.00				

Order Total: 5.00

[Continue & Pay](#)