Order Official Transcript

1- To begin, click on Self Service.

2- Click on Student Center.
3- On the Student Center page, look for the Academic Advisement menu at the right side of screen. Under the Academic Advisement menu, click the Transcript Ordering link.

4- Select your institution from the list below.
5- You will be directed to the transcript ordering site. Read the **Processing Overview**. To begin your order, click the **Start My Order** button on the top-right of the page. Follow the instructions given on this site. You can use the tabs below to track your progress.

**Processing Overview**

OFFICIAL TRANSCRIPTS are only sent to a third party (e.g., college, university, employer, a state or federal agency). Official transcripts are NOT issued to students. If the destination name and address is the student’s, the transcript will be issued as a student transcript.

Credentials Solutions is pleased to provide you with Transcript Order Processing Services on behalf of CUNY-LaGuardia Community College. All of the actual transcript records are maintained by the institution and in most circumstances, the institution itself produces your transcript and delivers it per the instructions you provide us in the ordering process.

Our system, TranscriptsPlus®, can accept an order for up to 5 transcripts going to up to 5 different recipients. If you need to send more than 5 transcripts or have more than 5 recipients, you will need to enter multiple orders. At the completion of each order you will have the option to return to the beginning of the process and enter another order. In most cases, you will only have to enter the information that is different than in the previous order.

Please Note...The various ordering options and the information you are required to enter on the following screens are based on the specific services that CUNY-LaGuardia Community College has chosen to provide and the specific information they have instructed us to collect. If you attended more than one of the institutions that we represent and order your transcript from more than one of them, you may notice differences in the available options and the required information on the order forms. One may offer Federal Express and another one may not; one may offer electronic delivery features and others may only offer printed paper transcripts, one may provide electronic authorization of your order and another one may require a signed authorization form, etc.

If you have questions about the process or encounter difficulty in entering your order, we have Customer Service representatives available from 7:00 am to 7:00 pm on Monday-Thursday and from 7:00 am to 5:00 pm (CST/CDT) on Fridays. Our Customer Service number is 847-716-3663.