



There are two options for obtaining your official transcript from CityU.

**1)** You can complete a Request for CityU Transcript Form.

**OR**

**2)** You can go to the Order a Transcript Online link and official transcript via the Student Clearinghouse by clicking on the “Order-Track-Verify” button in the upper right corner. Click on “Order or Track a Transcript.” Select City University of Seattle from the drop down menu and complete the request.

### **Mailing options**

City University of Seattle offers First-Class mail service by USPS and an express mail service by eShipGlobal called UEMS (“University Express Mail Service”), for shipping all documents and forms.

- First-Class Mail- Official Transcript orders are processed within 2-3 business days and are sent from the University Registrar's Office via first-class U.S. mail.
- Electronic PDF- Secure electronic PDF official transcripts are ONLY available for transcript requests through National Student Clearing House.
- Express Domestic Shipping (within USA only) - Official transcript orders are processed within 2-3 business days and are sent from the University Registrar's Office via UPS for an additional \$20 per order.
- Express International Shipping (Any Express Shipping outside of the USA)- International shipping is available for an additional fee via eShipGlobal’s University Express Mail Services (UEMS). For more information on international shipping, please visit UEMS.

An official transcript order must still be placed through the National Student Clearinghouse, or via a paper transcript order form with all related fees paid. A second process for express shipping requires creating a shipping label through UEMS in which the student chooses options for shipping and pays this shipping fee in advance. If you have any questions about creating an international shipping label, please watch the eShipGlobal training video.

For more information, about ordering official or non-official transcripts please contact the Registrar’s Office at 206.239.4520 ext. 4512.