Submitting a Transcript Request

1) Log in to SonisWeb using either the ‘Student’ or ‘Alumni’ portal. Students who have been withdrawn or dismissed can log in using the ‘Alumni’ portal.

2) Click the ‘Requests’ button to request an official transcript to be mailed. If you require an unofficial transcript, click the ‘Transcript’ button.

Below is an example showing the ‘Requests’ button on the Bio page of the student or alumni portal.

3) Enter the name of the recipient and mailing address where you would like your official transcript mailed in the 'Comments’ box (please see red arrow below).
4) Click the ‘Submit’ button.

5) Complete the transcript fee payment using PayPal. Each official transcript is $10 per transcript plus a convenience fee of 59 cents per transaction. The convenience fee has been automatically added into the total amount.

![PayPal Payment Screen]

6) After the request has been submitted, the individual will see the activity request has been added (outlined in red below). Please allow 5-10 business days for processing.

![Activity Request Screen]

7) To request multiple transcripts, please submit a new transcript request for each copy.