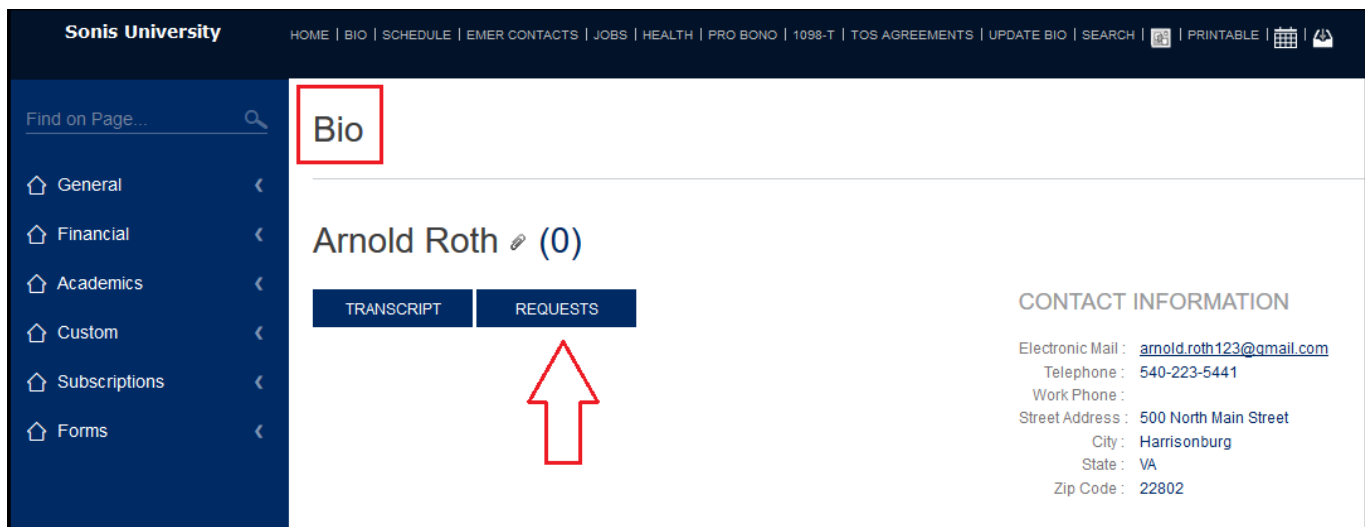


## Submitting a Transcript Request

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 Students who have been withdrawn or dismissed can log in using the 'Alumni' portal.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.



**Sonis University** HOME | BIO | SCHEDULE | EMER CONTACTS | JOBS | HEALTH | PRO BONO | 1098-T | TOS AGREEMENTS | UPDATE BIO | SEARCH | PRINTABLE

Find on Page...

**Bio**

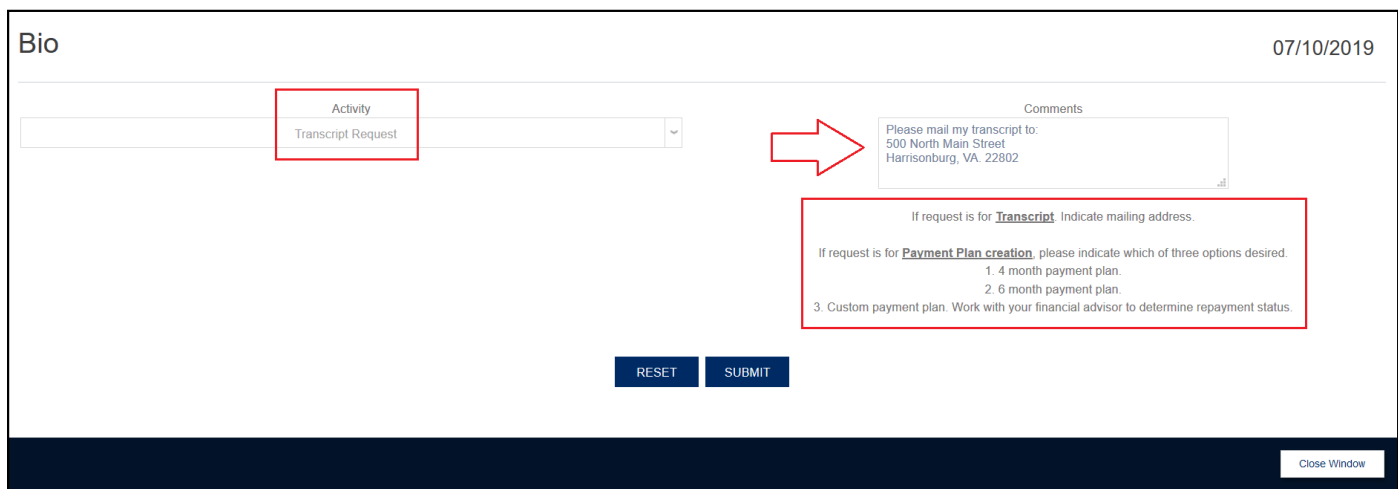
Arnold Roth (0)

TRANSCRIPT | **REQUESTS**

CONTACT INFORMATION

Electronic Mail : [arnold.roth123@gmail.com](mailto:arnold.roth123@gmail.com)  
 Telephone : 540-223-5441  
 Work Phone :  
 Street Address : 500 North Main Street  
 City : Harrisonburg  
 State : VA  
 Zip Code : 22802

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).



Bio 07/10/2019

Activity  
Transcript Request

Comments  
Please mail my transcript to:  
500 North Main Street  
Harrisonburg, VA. 22802

If request is for Transcript, indicate mailing address.

If request is for Payment Plan creation, please indicate which of three options desired.

1. 4 month payment plan.
2. 6 month payment plan.
3. Custom payment plan. Work with your financial advisor to determine repayment status.

RESET SUBMIT


Close Window

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.

### Pay With PayPal™

Payor's Name: Arnold Roth  
Item Name/No: Transcript Request Payment /T2  
Amount Paying:

  
The safer, easier way to pay

[Return Without Paying](#)

---

POLICY: policy  
CUSTOMER SERVICE INFORMATION: cust svc info  
NOTE: memo

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.

Bio 07/10/2019

Activity

Housing Request ▼

Comments

If request is for Transcript Indicate mailing address.

If request is for Payment Plan creation please indicate which of three options desired.

- 1. 4 month payment plan.
- 2. 6 month payment plan.
- 3. Custom payment plan. Work with your financial advisor to determine repayment status.

RESET SUBMIT

Previous Requested Activities

Activity	Activity Date	Date Completed	Date Stopped
Transcript Request	07/10/2019		

added.

Close Window

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