



Inter American University of Puerto Rico

FREQUENTLY ASKED QUESTIONS ABOUT ELECTRONIC TRANSCRIPTS FOR UNIVERSITY WEB PAGES

1. What is an electronic transcript?

An electronic transcript is a digital document of a student's academic record, saved in Adobe *PDF* format and sent via secure links through email using the National Student Clearinghouse service.

This document contains the same information as an official paper transcript. It includes the seal of Inter American University and the signature of the Institutional Registrar. It also incorporates additional security features to ensure the document is transmitted safely and reliably.

2. What is the cost to request an electronic transcript?

The cost of an electronic transcript is \$10.00. No charges will be made until the recipient downloads the transcript.

3. How long does the recipient have to download my electronic transcript in PDF format?

The recipient has 30 days to download the transcript in PDF format before the link expires. Those who have not downloaded it will receive an email reminder a few days before the expiration date.

If the transcript is not downloaded within the 30-day period, the link will expire and a new request must be submitted for the transcript to be resent.

4. Why does my electronic transcript say "COPY" when I print it?

An electronic transcript is considered official only in its PDF format. If printed, the word "COPY" will appear to indicate that the paper version is not an official institutional document.

5. What should I do if the content of my electronic transcript is incorrect or incomplete?

If your electronic transcript contains incorrect or incomplete information, you must contact the Registrar's Office at your campus to request a review.