

Unofficial Transcripts – Former Students

Unofficial transcripts are available to all former students, free of charge, upon request. All unofficial transcript requests must be submitted through email to the Registrar's office, at registrar@alverno.edu.

All questions and inquiries about transcripts should be directed to registrar@alverno.edu.

How to Request Unofficial Transcripts

1. Go to www.alverno.edu/Registrar-Forms, and select the [Letter Request Form](#).
2. Fill out all the fields on the form.
 - i. In the "Purpose of Letter" field, write in "Unofficial Transcripts".
3. Download a copy of the completed form.
4. Email the completed form as an attachment to the Registrar's office – registrar@alverno.edu.
 - i. The completed form can also be dropped off in-person, faxed to 414-382-6478, or a picture of the completed form can be sent in its place. If all information is visible and legible, the form can be processed.
5. Once the form is received by the Registrar's office, normal processing time is 3-5 business days. The requested copy of your unofficial transcripts will be sent wherever indicated.