

Beginning **January 3, 2017, requests for official academic transcripts from Cayuga Community College will be processed via Transcripts Plus.**

An **official transcript** is a copy of your academic record with the college's seal and signature of the Registrar that can be sent to other colleges and institutions.

For the most expedient service (3–5 days processing time), order your Cayuga transcript online through **Credentials Inc.** using their **Transcripts Plus** service.

Cayuga Community College is no longer accepting transcript orders via fax. We have also discontinued the option to deliver transcripts via fax.

How to order your official transcript online:

1. Go to Transcripts Plus (<https://www.credentials-inc.com/tplus/?ALUMTRO002861>) and complete the form provided.
2. Provide your debit or credit card number for payment of \$10.00 per transcript (plus delivery fees).
3. Submit the order.

The status of your transcript request may be checked at Credentials Inc. on the Transcript Order Follow-Up screen. <https://www.credentials-inc.com/cgi-bin/rechkcgi.pgm?TPORDER902690>

To utilize this service, students will need to have their social security number, telephone number, a valid major credit card (Visa, Master Card, American Express or Discover) and the name and address of the college or institution.

NOTE: No transcript will be released if you have any outstanding financial obligations to the college or if any restrictive holds have been placed on your student records.