Requesting an Official Transcript

To request your official transcript:
Current students should use LOCUS
OR
Alumni and former students use this page:
https://transcriptrequest.luc.edu/alumni/login.htm

Fill in all requested information and click Submit at the bottom.

Individuals who attended prior to 1983
OR
Those cannot verify their information via
the fields given must request a paper transcript using the written request form link on this page.
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Verify that the information displayed is correct and Click **Request a Transcript**.

If your information cannot be verified Click **Go Back** and request a paper transcript.
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A new page will open.

Click the Alumni tile.
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A new page will open. Click on the **Transcript Request** option on the left.
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You are now at the Loyola University Chicago Transcript Ordering site. At step 1. Login or Register please read the Information section, and Register your account.

You will need to Register once. Please enter the required fields and click Submit at the bottom of the page to continue.
At step 2. Select Documents, you may look for a recipient stored within the database by typing the recipient name then click the blue Search button, OR
To send directly to an e-mail address, select the blue link Send to Yourself, Another Individual or Third Party.
Select the Product Type of 
“eTranscript”. 
or 
“Paper Transcript – Mailed”.
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For an “eTranscript” order:

Read the **Product Description** information, and complete the **Order Options** information as requested.

At this point, you have the option to include an attachment with the delivery of your eTranscript.

**Important Note:** Only ONE document can be uploaded as an attachment. If you have multiple pages to upload, combine them as one document first, before attempting to upload.
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If you are not adding an attachment, proceed to the next set of instructions, OR
If you are adding an attachment, click on the Browse option to upload your document, and select the Attachment Type value, then proceed to the next step.
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Optional: If you selected a recipient where you are required to include additional details, click on the Continue button.
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Optional:
At the window that appears, enter the **Additional Information Needed**.

Click **Confirm** when you are done.
Click Continue when you have finished completing the Order Options form and you are ready to Check Out, OR

At the bottom left, click Add Another Item to submit another eTranscript or Paper Transcript-Mailed request to this order.
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For Paper Transcript Mailed orders:
You will need to choose the Mailing Method:
1. Standard USPS (no charge)
Or
2. Choose the desired expedited option at the cost listed.

Continue filling out the order form.

Click Continue button.
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At Step 3. Order Details page, the contents of your shopping cart appear, you may make changes, OR
You may select the Continue Shopping option, at the bottom right, to add another item, OR
You may select the Checkout option to complete your order.
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At Step 4. Provide Consent page, read the Consent Received information.

Click Next to continue to
   OR
2. To Review Order if no costs are associated.
At step 6. **Review Order**, confirm the documents you requested, OR
You may select **Back** to make edits.

Select **Confirm** to continue.
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Your order confirmation message appears, make note of your Order number.

Your order is processing and you will receive an e-mail notification soon.

Select Log Off when you are done.