



## ST. PATRICK'S SEMINARY & UNIVERSITY

MENLO PARK, CALIFORNIA  
ESTABLISHED 1898

### Request an Official Transcript through Populi

Official transcripts can be ordered directly through your Populi account. Please allow up to 3 business days for us to process email transcript requests and up to 5 business days to process a print and mail transcript request. We have decided to waive the transcript fee for the first five transcripts requested from current students.

#### Instructions:

- Log in to your Populi student account
- You should see a Transcript Actions drop-down menu (Step 1)
- Click on the Official Transcript Request (Step 2)

The screenshot shows the Populi student account interface for 'Test Student'. The user is in the 'Student' tab. The 'Transcript Actions' dropdown menu is highlighted with a red circle and labeled 'STEP #1'. The 'Official Transcript Request' option within the dropdown is highlighted with a red box and labeled 'STEP #2'.

- Fill out the online Transcript Request Form completely (Step 3). Once you hit submit, the Registrar will receive your request immediately. For questions, please contact the Registrar at [registrar@stpsu.edu](mailto:registrar@stpsu.edu).

The screenshot shows the 'Official Transcript Request' form. The form includes the following fields:

- Program: All
- Delivery Method: Email
- Recipient Name: [Empty]
- Recipient Email: [Empty]
- Additional Instructions: [Empty]
- Your Name: Test Student
- Your Email: registrar@stpsu.edu
- Your Phone: [Empty]
- Electronic Signature: Type Your Name Here

The 'Submit' button is located at the bottom right of the form.

STEP #3 – Fill out form completely