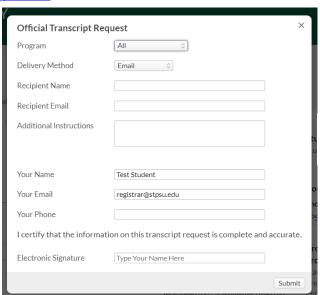# Request an Official Transcript through Populi

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)

- 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.

STEP #3 – Fill out form completely