

Requesting Transcripts

Official transcripts will only be sent if all outstanding financial obligations have been met.

Students with Access to My.Bethel

Unofficial Transcript	Official Transcript
<ol style="list-style-type: none"> 1. Use Google Chrome as Browser 2. Go to my.bethel.edu 3. Sign in using your Bethel log in 4. Click on Tools & Resources (upper right) 5. Click on Banner Link 6. Click on Self-Service Banner System 7. Click on Student 8. Click on Student Records 9. Click on Academic Transcript 10. Click on Submit 11. Right Click and Select Print 12. Change Printer to "Save as PDF" 13. Click on Save 14. Select where to save the file 15. Print the PDF 	<ol style="list-style-type: none"> 1. Go to www.bethel.edu/registrar in Firefox or Google Chrome 2. Click on Order a Transcript 3. Click on Order with Bethel Community Account 4. Follow the prompts <p style="text-align: center;">OR</p> <ol style="list-style-type: none"> 1. Fill out paper form in our office 2. Pay with cash or check or online <p style="text-align: center;"><i>Official transcripts will only be sent if all outstanding financial obligations have been met.</i></p>

Students without Access to My.Bethel

Unofficial Transcript – ways to obtain	Official Transcript
<ol style="list-style-type: none"> 1. Contact IT at 651-638-6500 to set up electronic access. 2. Fill out paper form from our office to obtain a paper copy. 	<ol style="list-style-type: none"> 5. Go to www.bethel.edu/registrar in Firefox or Google Chrome 6. Click on Order a Transcript 7. Click on Order without an Account 8. Follow the prompts <p style="text-align: center;">OR</p> <ol style="list-style-type: none"> 3. Fill out paper form in our office 4. Pay with cash or check or online <p style="text-align: center;"><i>Official transcripts will only be sent if all outstanding financial obligations have been met.</i></p>

Official Transcript Processing

All transcripts will cost \$8 per copy, whether electronic transcripts or paper transcripts mailed within the United States. If you are unable to make an on-line order, fill out the [Transcript Request Form \(pdf\)](#) and mail it in or bring it to our office for processing.

Unofficial Transcript Processing

Unofficial copies are free of charge. Contact the Registrar's Office at 651-635-2440 with questions.

Questions about Ordering a Transcript

1. If you have questions about the content of your transcript (courses, grades, degree, etc.), you should contact the appropriate Registrar's Office at cas-registrar@bethel.edu; or caps-sem-gs-registrar@bethel.edu.
2. For additional assistance with your order, you may contact Credentials Inc. at [847.716.3005](tel:847.716.3005) (M-Th 7 a.m.-8 p.m., F 7 a.m.-6 p.m. Central Time). If you have your 9-digit order number and either your Student ID or SSN, you can also [check the status of your order](#).