Requesting Certified University Transcripts

At the end of each semester, students can log into the Emory Home Page and access the OPUS system to obtain their course grades, accumulated hours of credit, and grade point average.

*If any discrepancies appear on the transcript, students are encouraged to contact the School of Medicine Registrar immediately so the record can reflect the correct information.*

The School of Medicine Registrar does not produce transcripts. Students can request certified transcripts by clicking “Request Emory Transcript” under the Academics section of their OPUS account. Certified transcripts are delivered electronically to a specified individual, agency or organization, provided the student’s financial status with the University is clear (no indebtedness except for loans with approved repayment schedules). Emory University utilizes the services of a third party called Parchment, Inc. to process requests. Before initiating the request, students must obtain an email address of the recipient. The transcript will be transmitted within 30 minutes of the online request. If the recipient will not accept an electronic transcript, an option to request a paper copy still exists and can be arranged through the same online process. There is no charge to request an electronic or paper transcript. If a student requests that expedited shipping of the transcript, a shipping fee will be charged to the student.

All transcripts include the entire academic record at Emory University; the Registrar will issue no partial statements of record as transcripts. Report of performance in courses before the end of the academic year may be sent to any agency or institution by one of the School’s administrative officers on written request by the student.

View [further information on official transcripts](#).

**Last modified:** 7/21/2017