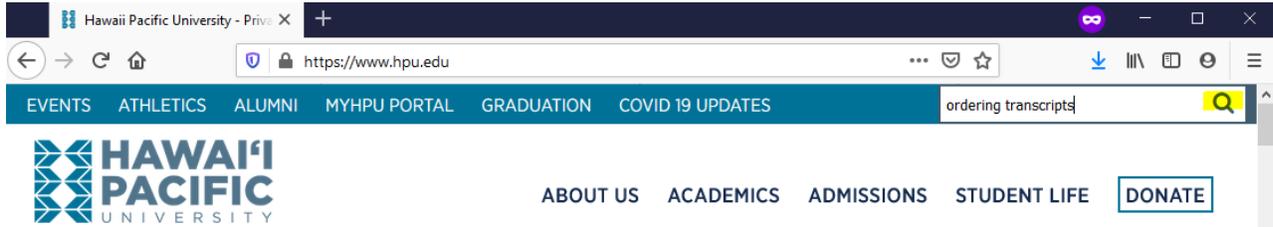




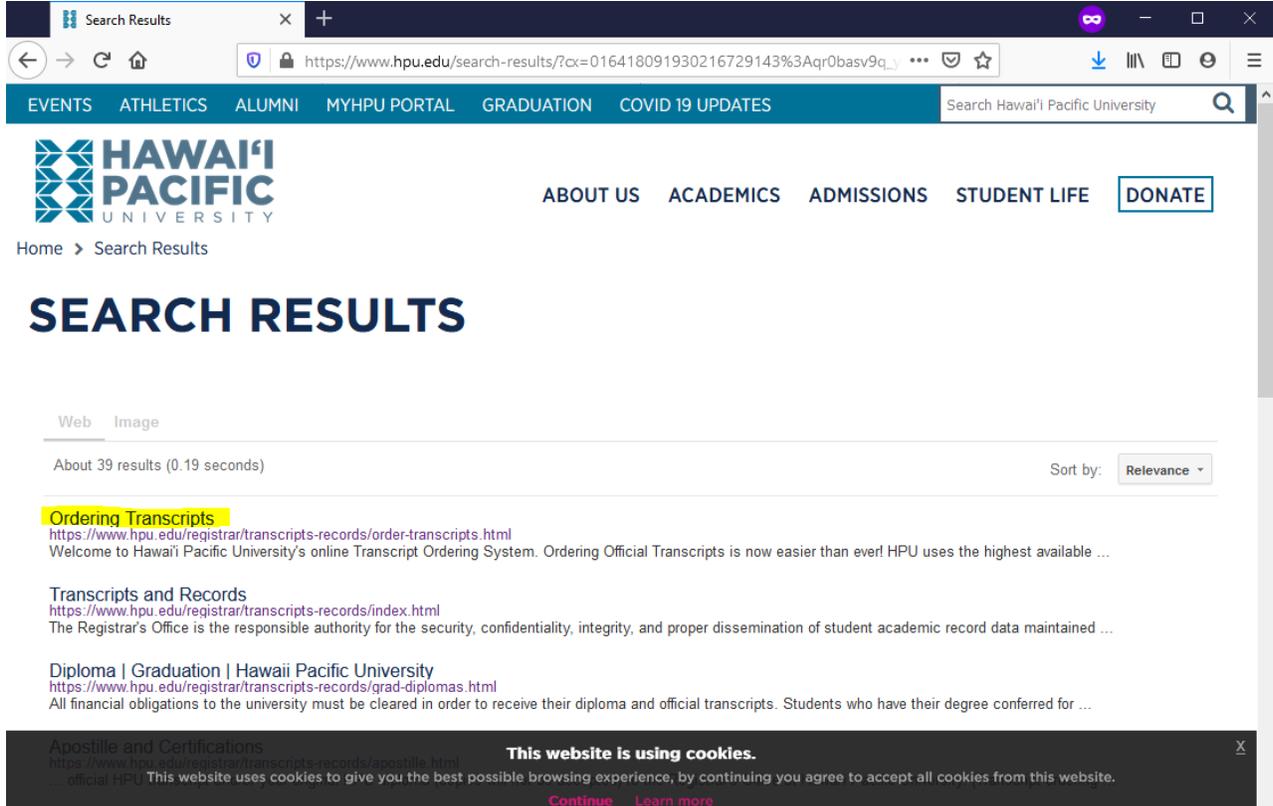
## Requesting Official Transcripts for Former Students/Alumni (No Access to MyHPU Portal)

**Step 1:** Go to [www.hpu.edu](http://www.hpu.edu)

**Step 2:** In the search bar located in the top right corner, search for ordering transcripts.



**Step 3:** Click on Ordering Transcripts





**Step 4:** Select the type of transcript you will need (paper or electronic).

- **Note:** If you are the student ordering your own transcript, **DO NOT** select Third Party. This link is only for a third-party organization or company who is requesting for a transcript on behalf of the student.

**HAWAII PACIFIC UNIVERSITY**

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Home > Registrar > Transcripts and Records > Ordering Transcripts

**REGISTRAR**

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- Academic Calendar
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- Contact

## ORDERING TRANSCRIPTS

Welcome to Hawaii'i Pacific University's online Transcript Ordering System. Ordering Official Transcripts is now easier than ever! HPU uses the highest available level of security and efficiency for transcript ordering and delivery. Please click on the "+" symbol next to the desired transcript option for more information.

Transcripts will not be sent if you have an outstanding financial obligation to the university.

**Note: A valid credit or debit card is required for all official transcript orders.**

Students who are currently enrolled or planning to graduate will be given the option to have their official transcript order processed at a later time. The following processing time options will be presented while putting together the transcript order on Parchment.

- **HOLD FOR GRADES:** For students waiting for grades from a current term to be posted. Grades will be available a week after the term ends.
- **HOLD FOR DEGREE:** For students waiting for a degree to be awarded. Degree will be awarded after the conferral process, which can take approximately **60 days** after the term ends. Please refer to the timeline found with the [Petition to Graduate](#) form.

Failure to click on the appropriate option will result in your official transcript being printed in the normal processing time, and a new transcript order will have to be submitted.

- UNOFFICIAL TRANSCRIPTS +
- OFFICIAL TRANSCRIPTS - PAPER +
- OFFICIAL TRANSCRIPTS - ELECTRONIC +
- OFFICIAL TRANSCRIPTS - THIRD PARTY +

**Step 5:** After selecting the transcript type, scroll down and click on “Former Students” to open Parchment.

Please read all information above before clicking links below. To go directly to ordering, choose one of the following links:

[Students with My.HPU.edu Access](#)

**Former Students**

**AUTHENTICITY OF PAPER TRANSCRIPTS**

The Registrar's Office is dedicated to the privacy of our students and alumni data and provides state of the art authenticity and security of its transcripts. If you are concerned about the authenticity of the transcript, please contact the Transcripts department of the Registrar's Office immediately.

**Step 6:** Click on “Log in or Create a New Account” then click on “Create Account”



New User

To request a transcript you must login or register by creating a new account. If you have already registered, please enter your Email and Password to the left and click **Sign In**.

If this is your first time using the online order system, please click **Create Account** and enter the required information. Once your account is created you will be able to request transcripts online and track the status of your orders.

Please note, you will need to remember the email and password to access this system for future document ordering.

**Do you need to order records on behalf of a current or former student?**

 Third Parties can click the Order Records button now to begin the process.  
\*This will redirect you to parchment.com

**Create Account**

Returning Users

In order to continue, please login to your account.

Email Address:

Password:

[Forgot your password?](#)

**Step 7:** Input your information and create a login. Upon submitting, you will then be asked to confirm your transcript type along with your payment information.

- **Note:** Do not input your HPU credentials (student email and student ID number). Use your personal email. **If you do not know your degree code, input “000000” in the Degree Received/Degree Sought section to bypass that field.**

Questions? Contact us at [transcripts@hpu.edu](mailto:transcripts@hpu.edu) or at (808) 544-0239.