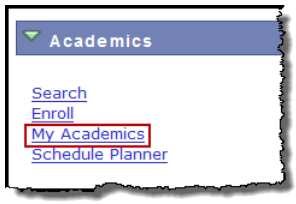
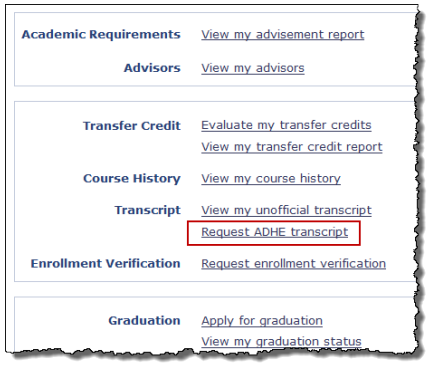
ADHE Transcript Request

Request a transcript for the Arkansas Department of Higher Education for the Arkansas Academic Challenge Scholarship using your Student Center. A $5.00 charge per request is placed on your student account.

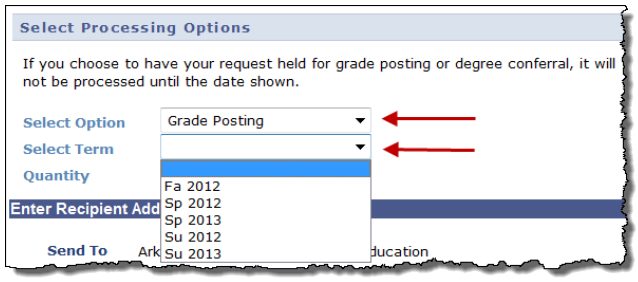
1. In your Student Center, click My Academics.



2. Click Request ADHE transcript. This opens the *Request ADHE Transcript* page.



3. Select when you want the transcript sent from the **Select Option** drop-down menu.
   - *Degree Confer Date* – The transcript is sent after the degree is posted.
   - *Grade Posting* – The transcript is sent after grades have been posted for the semester.
   - *Immediate Processing* – The transcript is processed within 48 hours.



4. Choose the term from the **Select Term** drop-down menu.

5. Click the SUBMIT button to process the transcript request. Once the request is submitted, changes may not be made.

6. An e-mail will be sent to your university e-mail account confirming the receipt of your transcript request.