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.