

# Transcript and Diploma Information

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## Transcript Requests

Embry-Riddle transcripts are provided through the Parchment Digital Credential Service.

To obtain an official transcript, students must submit a request online through Parchment or via the Office of the Registrar. A fee is charged for each official transcript, whether delivered electronically or in paper format. Transcripts are not available via fax. Student transcripts and records are maintained in perpetuity.

## Current Students

Current students may request an official transcript through the ERAU Online Student Services Portal (ERNIE). Logging into ERNIE with a current username and password satisfies federal identity verification requirements, allowing students to complete the Parchment online request form without submitting an additional signed request.

Unofficial transcripts are available to current students only and may be accessed at no cost through Campus Solutions. The Office of the Registrar does not provide unofficial transcripts.

## Prior Students and Alumni

Prior students and alumni may request an official transcript by visiting the Parchment website (<https://catalog.erau.edu/academic-policies-and-procedures/transcripts-diplomas/www.parchment.com/order/my-credentials/>) and completing the required consent form. The consent form must be completed only once and will be retained by Parchment for future requests.

Unofficial transcripts are not available to prior students or alumni who no longer have an active ERNIE username and password.

## Additional Information

- Transcripts may be delivered electronically or by mail, as selected during the ordering process.
- Official transcripts reflect the student's complete academic record, including all undergraduate and graduate coursework.
- Students may not select or suppress specific terms of attendance or levels of study when ordering transcripts.

## Diplomas

Diplomas are issued upon successful fulfillment of all academic and financial requirements. Diplomas will be mailed to the student at the address specified on the graduation application.

Diplomas are mailed to graduates and are not distributed at the graduation ceremony. In addition to the paper diploma, students receive a digital diploma at no additional cost.

Reprinted diplomas for degrees conferred in prior years will bear the signatures of the current University Administration and may not match the signatures on the original diploma.