



## REGISTRAR'S OFFICE

### GENERAL INSTRUCTIONS FOR TRANSCRIPT REQUEST

You may request your official transcript online, by mail or in person (see below). **We unfortunately cannot take requests for transcripts over the phone.**

An official transcript of your academic record, upon your written request, will be mailed to the institution or agency indicated in your request. If you are the one personally delivering the transcript to a third party, you must provide us the address to where it will be destined and it will be mailed to you in a sealed envelope.

#### ORDERING

To order your transcript, complete the Transcript Request Form and deliver to us in one of the following ways:

**Mail:** Ponce Health Sciences University  
Registrar's Office  
PO Box 7004  
Ponce PR 00732-7004

**Email:** Please attach the transcript request form and send to the following email: [registrar@psm.edu](mailto:registrar@psm.edu).

**In Person:** Bring the complete Transcript Request Form to PHSU Registrar's Office. If your transcript is being picked up by someone other than yourself, they must have your written and signed authorization, along with their own photo ID.

#### PAYMENT

Cost per transcript is US \$10.00. Payment may be remitted using VISA or MasterCard. Please contact PHSU Accounting Office at 787-840-2575 Ext. 4807/4812 to pay with credit card, or you may pay by regular mail with check or Money Order payable to Ponce Health Sciences University. Mail your request and check or Money Order.

If you deliver your request in person, payment may be remitted by cash, debit card, VISA, MasterCard, check or Money Order.

For general inquiries/status updates regarding transcript orders please contact us: [ivoliveras@psm.edu](mailto:ivoliveras@psm.edu), [avazquez@psm.edu](mailto:avazquez@psm.edu) or [apomales@psm.edu](mailto:apomales@psm.edu).

**TIME FOR PROCESSING:** 7 business days