

How to
request an
Official
Transcript on
slc.me



St. Lawrence
College

This manual contains pertinent
information about requesting an
Official Transcript through slc.me

March 2022

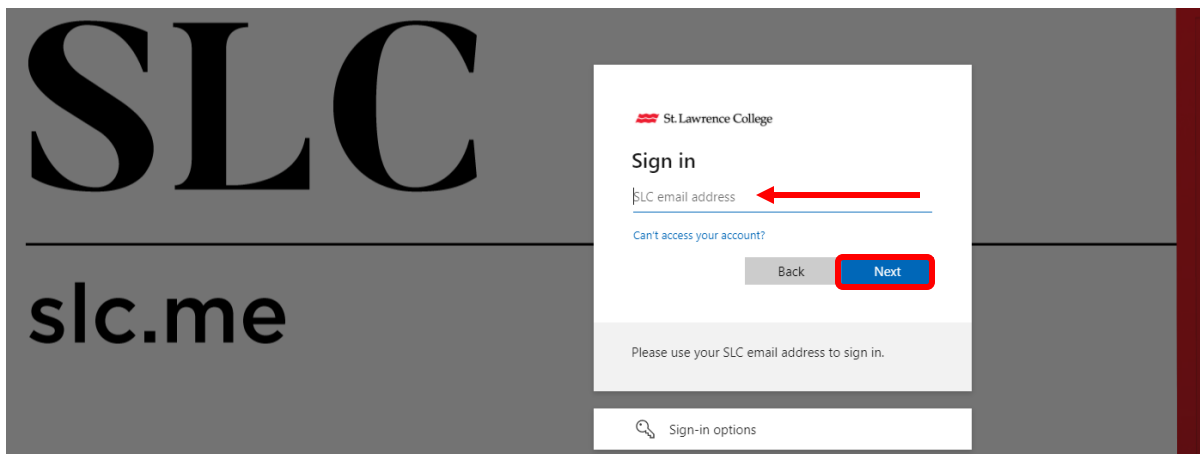
How to request an Official Transcript through slc.me

About

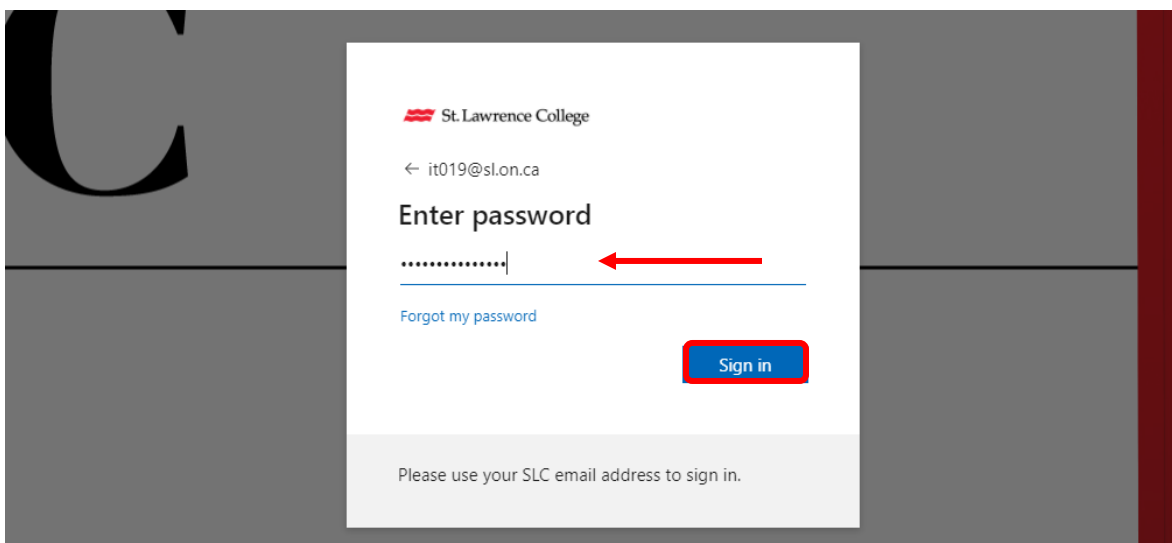
You are now able to request an Official Transcript through your PeopleSoft Student Self Service account. You can request a copy is sent to your home or mailing address, or an outside party. You can choose processing time options, immediate, after grades have been entered for a term, or completion of your program.

How to Request an Official Transcript

1. Login to **SLC.me** by going to <http://SLC.me>. You will be presented with a login screen. Enter your full SLC email address (remember to add **@student.sl.on.ca**). Click on 'Next'.

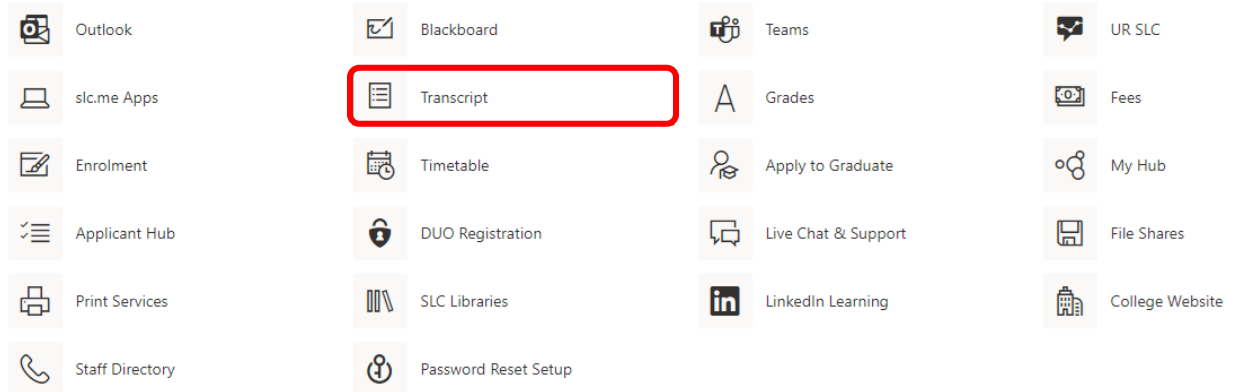


2. Enter your SLC password, and click on 'Sign In'



How to request an Official Transcript through slc.me

3. From the SLC.me homepage, scroll down, and click on 'Transcripts'

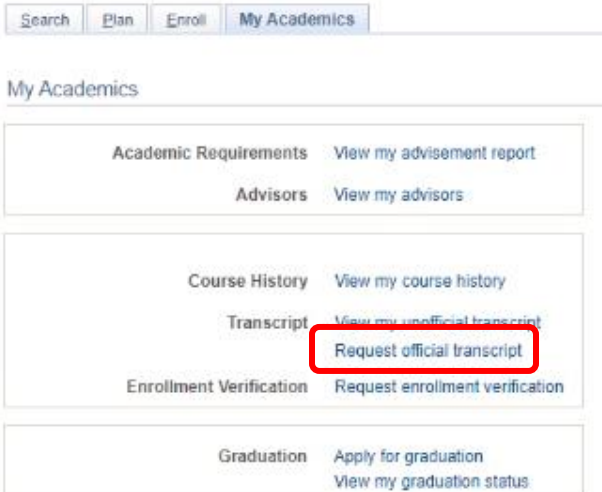


4. At the top of the page, go to 'My Academics'



How to request an Official Transcript through slc.me

- Click on 'Request official transcript'

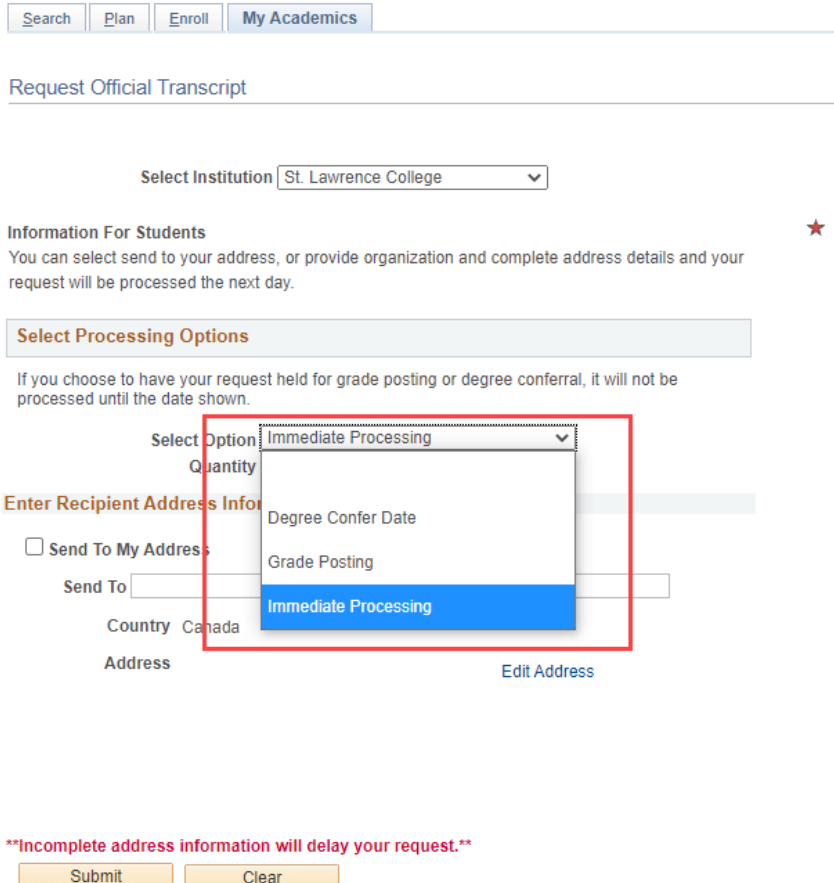


Search Plan Enroll My Academics

My Academics

Academic Requirements	View my advisement report
Advisors	View my advisors
Course History	View my course history
Transcript	View my unofficial transcript
	Request official transcript
Enrollment Verification	Request enrollment verification
Graduation	Apply for graduation
	View my graduation status

- Select one of the three options available in order to have your transcript processed.



Search Plan Enroll My Academics

Request Official Transcript

Select Institution

Information For Students ★
You can select send to your address, or provide organization and complete address details and your request will be processed the next day.

Select Processing Options

If you choose to have your request held for grade posting or degree conferral, it will not be processed until the date shown.

Select Option

Quantity

Enter Recipient Address Information

Send To My Address

Send To

Country

Address

[Edit Address](#)

****Incomplete address information will delay your request.****

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- If you select 'Send to My Address', the 'Address Type' drop box will open, and you can choose from the address types you have added to your student record.

[Search](#) [Plan](#) [Enroll](#) [My Academics](#)

Request Official Transcript

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Quantity

Enter Recipient Address Information

Send To My Address

Send To

Country

Address

Address Type

[Edit Address](#)

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- Click 'Submit' and a new page will display with your confirmation. You can also click on the 'Request Another Transcript' and you will be returned to the request page.

Sarah [REDACTED]

go to ...  

[Search](#)

[Plan](#)

[Enroll](#)

[My Academics](#)

[Request Official Transcript](#)

Transcript Request Confirmation

Request # 001033874

Request Date 11/10/2020 OFFIC

Immediate Processing

Please print this confirmation from the browser Print button. If you have any questions regarding this request, please contact the Records Office.

Quantity 1

Recipient Information


Send To Sarah [REDACTED]
40 [REDACTED] Ave

Kingston

ON

K7L [REDACTED]

[Request Another Transcript](#)

 [Go to top](#)