

# Request Transcripts from SNHU

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When you apply for a teaching credential program, you will be required to submit transcripts as proof that you'll have earned a BA before the program start date. The following table outlines what document you should be able to submit depending on the status of your BA:

BA status	What to request	How to request
You're still actively submitting projects	Unofficial Transcript (free)	Log into <a href="#">mySNHU</a> . On the left hand side under "Self-Service" click "Print Unofficial Grade Report on SNHU Letterhead."
You've submitted and mastered all competencies, but your degree has not been conferred*	Degree Verification Letter (free)	Ask your College Coach to email our Community Partnerships contact.
You've submitted and mastered all competencies, and 10 days have passed since the degree conferral date	Official Transcript (free but fees with expedited shipping)	Log into <a href="#">mySNHU</a> . On the left hand side under "Self-Service" click "Request an Official Transcript."

*\*Once you submit and master all competencies, you must submit a Petition to Graduate in order for your degree to be conferred/confirmed. This process happens on the 1st of every month so if you earn your BA at the beginning or middle of the month, you have to wait until the 1st of the following month for your degree to be conferred. For example, if you earn your degree on April 12th, it will be conferred on May 1st.*