Rice University provides official hard-copy transcripts and electronic transcripts. Official transcripts are issued only at the request of the student. Official transcript requests should be made at least five working days before the desired date of issue. A $10 fee per transcript must be received before a transcript is issued.

Transcripts that have been presented for admission or evaluation of credit become a part of the student's permanent record and are not reissued. Transcripts from other institutions, if needed, must be sent to Rice University directly from the original issuing institution.