## Transcripts

Students are encouraged to keep a personal record of their grades. Official transcripts, bearing the CIA seal and authorized signatures, will be sent at the student's request to prospective employers or to a college where the student has applied for admission. Digital and/or hard copy transcripts are issued from the Registrar's Office after the student submits a request online at <u>Parchment.com</u>. There is a fee for official transcripts.

Undergraduate students can view and print their unofficial transcripts at no charge at CIA Main Menu—the student portal. Graduate students can request a free copy of their unofficial transcipt by e-mailing registrar@culinary.edu.