

## Requesting an Alder Transcript

To order transcripts from Alder, please log into your Populi account (https://aldergse.populiweb.com/).

Go to your profile and click the Student Tab.

Under that tab is a button called "Transcript Actions." This is where you can download unofficial transcripts or order official ones to any recipient of your choice.

You can choose from paper or electronic transcripts, and Alder does not charge for either.

If you are unable to log into Populi, you can request transcripts by sending an email to <a href="mailto:registrar@aldergse.edu">registrar@aldergse.edu</a> and include the following information:

- Your name when you attended Alder GSE
- Recipient's name
- Recipient's mailing or email address
- Specify paper or electronic transcript
- Specify official or unofficial transcript