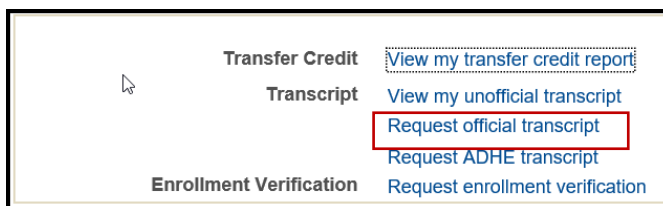


## Requesting an Official Transcript

Students may request an official transcript be mailed from their student homepage and billed directly to their student account. Transcripts will only be mailed domestically and cannot be sent by e-mail using this process. To send your transcript by e-mail, FedEx, or to send to an international destination, go to [iwantmytranscript.com](http://iwantmytranscript.com) and submit your request there.

1. Click the **Academic Records** tile from the Student Homepage.
2. Click **My Academics** in the left navigation.
3. Click **Request Official Transcript**.



4. From the Official Transcript Request page, select *when* you want the transcript sent from **Select Processing Options** section.
  - *Degree Confer Date* – The transcript is sent after the degree is posted to your transcript.
  - *Grade Posting* – The transcript is sent after grades have been posted for the term you have selected.
  - *Immediate Processing* – The transcript is processed within 48 hours after the request is received.
5. If you selected to have your transcript held until the grades are posted or your degree conferred, you must select the term from the **Select Term** drop-down menu. **NOTE:** Degrees are not posted for intersessions or independent study terms.

A screenshot of a web form titled 'Select Processing Options'. Below the title is a note: 'If you choose to have your request held for grade posting or degree conferral, it will not be processed until the date shown.' The form contains several fields: 'Select Option' (a dropdown menu currently showing 'Grade Posting'), 'Select Term' (a dropdown menu with a list of terms including 'Fall 2017 Independent Study', 'Fall 2018', 'Fall 2019', 'Spring 2018', 'Spring 2018 Independent Study', 'Spring 2019', 'Summer 2018', 'Summer 2018 Independent Study', and 'Summer 2019'), 'Quantity' (a text input field), and 'Enter Recipient Address Information' (a section with a checkbox for 'Send To My Address', a 'Send To' text input field, a 'Country' dropdown menu set to 'United States', and an 'Address' text input field). There is also an 'Edit Address' link at the bottom right of the address section.

6. You have two options when selecting the address.


- 6.1 To send to an address that is listed in UAConnect:
- Check the **Send To My Address** check box.
  - Select the **Address Type**. This will populate the address field with the selected address information.


- 6.2 To add an address other than the student address:
- Type the recipient name in the **Send To** field.
  - Click the **Edit Address** link.
  - Type the address information.
  - Click the **OK** button.

7. Verify the processing options and the address you have selected.
8. Click **Submit** to process the transcript request.
9. An e-mail will be sent to your university e-mail account confirming the receipt of your transcript request. Note that you may only request one transcript at a time.

**IMPORTANT:** Be aware that your student account will be charged for each transcript ordered.

10. If you have a financial hold on your account, you will not be able to submit your request. Click the Details link for more information.

Select Institution   [You have a hold on your records - Click for Details.](#)

**Information For Students** 

This is a request for an official transcript. When selecting the option to have the transcript held for grade posting or degree completion the term date will be the first day of the term selected. Please make sure you