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 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.

6. You have two options when selecting the address.
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.

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.

Verify the processing options and the address you have selected.

Click Submit to process the transcript request.

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.