Transcripts: Requesting an official transcript; Viewing & saving an unofficial transcript

View Your Unofficial Transcript

Your Unofficial Transcript cannot be used for official purposes, however it can be a valuable tool for reference as it lists your class history, credits, and grades.

To view your Unofficial Transcript, click on the Academics tab at the top of your SIS homepage and select “Unofficial Transcript.” The View Unofficial Transcript page will appear.

Select the appropriate unofficial transcript option from the Report Type drop-down list based on your school and/or program. Then click View Report.

Your Unofficial Transcript will appear as a PDF in a new window or tab.
Request a Copy of Your Official Transcript

To request a copy of your Official Transcript, click the Academics tab at the top of your SIS homepage and select “Official Transcript.” The Request Official Transcript page will appear.

In the Select Request field, select either “Request Institution to Mail” or “Hold for pick-up – Stdnt Srvs.”

Select your Academic Career from the drop-down.

Enter the number of Official Transcripts you wish to request.

Select Processing Options

If you choose to have your request held for grade posting or degree confer, it will not be processed until the date shown.

Select Option: Immediate Processing

If you are a current student, you may wish to request your Official Transcript for a future date. To do that, select either “Degree Confer Date” or “Grade Posting.” For either option, you will then need to select the appropriate Term.

If you would like the Transcript mailed to your address (already in SIS), select the Send To My Address checkbox.

If you would like the Transcript sent somewhere other than your address, enter the name of the recipient, then click the Edit Address link. The Edit Address page will appear (see below).

When you have finished entering all necessary information, click Submit to request your official Transcript. The Transcript Request Confirmation page will appear.

Note: If you selected the “Hold for pick-up – Stdnt Srvs” option, the Enter Recipient Address information section will state “**ISSUED TO STUDENT**.”

Enter the recipient’s address in the appropriate fields in the Edit Address page. Then click OK. The Request Official Transcript page will reappear.
Transcript Request History

To view any past Official Transcript Requests click the Academics tab at the top of your SIS Home Page and select the “Transcript Request History” option.

The Previous Requests page will appear. Here you can view the dates, status, and recipients of any past Official Transcript requests.

Apply For Graduation

To apply for graduation, click the Academics tab at the top of your SIS Home Page and select the “Apply for Graduation” option. The Apply for Graduation – Submit an Application for Graduation page will appear.

View Official Transcript Request

Previous Requests

All Prior Transcript Requests are displayed in the following list. The list includes all unprocessed requests and any processed requests of the previous 24 months but not prior to August 19th, 2013 before IBS went live.

<table>
<thead>
<tr>
<th>Report #</th>
<th>Request Date</th>
<th>Transcript Status</th>
<th>Description</th>
<th>Send To</th>
<th>Send To Address</th>
<th>Number of Copies</th>
</tr>
</thead>
<tbody>
<tr>
<td>000001234</td>
<td>07/15/2013</td>
<td>On Request</td>
<td>ASBE Official Transcript</td>
<td></td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>000001235</td>
<td>07/15/2013</td>
<td>On Request</td>
<td>ASBE Official Transcript</td>
<td></td>
<td>United States</td>
<td>1</td>
</tr>
<tr>
<td>000001236</td>
<td>07/15/2013</td>
<td>On Request</td>
<td>ASBE Official Transcript</td>
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<td>1</td>
</tr>
</tbody>
</table>

Click Apply for Graduation. The Apply for Graduation – Select Graduation Term page will appear.

Note: if you have already applied for graduation, this link will read, “View Graduation Status.”

Select your expected graduation term from the dropdown menu and click Continue. The Verify Graduation Data page will appear.
After applying for graduation, you can return to update your name as it will appear on your diploma and, as applicable, the address to which you would like your diploma mailed. To do that, from the Apply for Graduation – Submit an Application for Graduation page, click on the View Graduation Status link. The Graduation status page will appear.

**Graduation Status**

**Program: College of Liberal Arts**

Tufts University | ASBE Undergrad

Degree: Bachelor of Arts
Major: Cognitive Brain Science (BA)
Major: Community Health
Expected Graduation Term: Spring Term 2014

Student Information

For those graduating in May, your diploma will be presented at the commencement ceremony.

For May graduates not attending the ceremony or graduates at other times of the year, your diploma will be mailed to your Diploma or Home address specified here.

**Update Diploma Name**

After clicking the Update your Diploma Name link, the Add a New Name page will appear. Complete all applicable fields and click Save. A Save Confirmation page will appear.

**Update Diploma Address**

After clicking the Diploma link, the Address page will appear. For the address labeled “DIPL” (for diploma), click the Edit button. The Edit Address page will appear. Enter all necessary data and then click OK. A Verify your address details box may appear indicating that your address as entered is incorrect or incomplete. Review the box and select either Use Suggested address, or use address as entered.

The Change Address page will appear. Review details. If the information displayed is accurate, click Save. A Save confirmation page will appear.