Requesting an Official Transcript

Students may request an official transcript be mailed from their Student Center 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. Log in to your Student Center and click My Academics.

2. Click Request Official Transcript

-OR-

3. Click the Other Academic drop down menu on the Student Center page and select the direct link to the request page.
4. From the Official Transcript Request page, select when you want the transcript sent from the Select Processing Options section.

- *Degree Conferral 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.

![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.

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.

![Enter Recipient Address Information]

- **Send To:** Robin Carr
- **Address:** United States
- **Address:** 201 N. 3rd Street
  - **City:** Benton
  - **State:** AR
  - **Zip Code:** 72719
- **Email:** robin_carr@email.uab.edu

![Enter Recipient Address Information]

- **Send To:** Robin Carr
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- **Email:** robin_carr@email.uab.edu
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 $5.00 will be charged to your student account 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.