



Using the Student Center: Request Official Transcript

The Student Center is a self-service page that provides students an entry to the HUB. Along with MyUB, it provides navigation to tools and information that are important to you. To reach the Student Center click the Student Center tab from MyUB. In this tutorial we will review how to request an official transcript.

In the Academic group box, click on the other academic... pull down menu and click on **Transcript: Request Official**, then click the Go Button ➡

If you have a hold on your record, the following message will appear at the top of the page: "You have a hold on your records – Click for Details."

Having this hold will also mean that there will not be a **Submit** button at the bottom of the page. Clear the **Service Indicator** and then you will be able to complete the request for a transcript.

| This Week's Schedule | | |
|----------------------|----------------------------|---------------------------------------|
| | Class | Schedule |
| | BIO 200LLB-A LEC (24166) | MoWeFr 11:00AM - 11:50AM Knox 20 |
| | BIO 200LLB-A5 LAB (29908) | Tu 1:00PM - 3:50PM Hoch 210 |
| | CHE 101LBR-P2 REC (36719) | Th 1:00PM - 2:50PM Park 152 |
| | CHE 101LBR-P8 LAB (36723) | Th 3:00PM - 4:50PM Nsc Arr |
| | CHE 101LEC-D LEC (24637) | TuTh 5:00PM - 6:20PM Nsc 225 |
| | MTH 121LLB-C LEC (24633) | MoWeFr 10:00AM - 10:50AM Cooke 127 |
| | MTH 121LLB-C1 LAB (27927) | Fr 9:00AM - 9:50AM Park 440 |
| | MUS 114LEC-HON LEC (38280) | TuTh 11:00AM - 12:20PM Capen 108 |
| | UE 102SEM-T1 SEM (31531) | Tu 10:00AM - 10:50AM Capen 108 |

In the **Information for Students** group box click on the radio button beside your desired (and available) Transcript Type:

- University Transcript (for Undergraduate, Graduate, and/or Pharmacy students)
- Medical School Transcript (for MD students)
- Law School Transcript (for JD or LLM students)
- Dental School Transcript (for DDS students)

Please select the Official Transcript you wish to order. If you are a student or alumna/us of the School of Medicine, Law, or Dental Medicine and you ALSO attended UB as an Undergraduate, Graduate, or Pharmacy student, you will need to make a separate request for each transcript required to represent your full UB academic record.

- University Transcript (for Undergraduate, Graduate, and/or Pharmacy students)
- Medical School Transcript (for MD students)
- Law School Transcript (for JD or LLM students)
- Dental School Transcript (for DDS students)

You can only ask for one of these Transcript Types per request. You will need to make additional separate requests for other Transcript Types.

If you participated in a Study Abroad while in a program here at UB, click on the checkbox to have a Study Abroad Addendum attached to your

- University Transcript (for Undergraduate, Graduate, and/or Pharmacy students)
- Medical School Transcript (for MD students)
- Law School Transcript (for JD or LLM students)
- Dental School Transcript (for DDS students)
- Check here if you participated in Study Abroad while a student in the program you selected above.

transcript.

Indicate the Terms that you attended. Use the **From Term** and **To Term** fields to enter these values.

Law School Transcript (for JD or LLM students)
 Dental School Transcript (for DDS students)
 Check here if you participated in Study Abroad while a student in the program you selected above.

Please indicate the approximate semesters attended. *From Term *To Term

Select Processing Options

The system uses a four digit combination to represent the term. For example, if you are looking for the Term equivalent for Fall 2010 you would enter 2109, where 2 is the century, 10 is the year, and the final 9 is for the fall semester. Below are Terms for the 2010-2011 Academic Year.

Semester & Year = Term
Summer 2010 = 2106 term
Fall 2010 = 2109 Term
Spring 2011 = 2111 Term

Using the **Look up** function to select the appropriate **From Term** and **To Term** codes is the easiest way to determine your term. Over time you will become more familiar with the Term, and you will always be able to search using Semester and Year to find the appropriate Term.

Please indicate the approximate semesters attended. *From Term Fall 1961 *To Term Spr 1965

In the **Select Processing Options** section of the page, select your processing options.

You can choose from “Immediate Processing” or “Degree Posting – Final Grades” to have your transcript printed when all of your grades are in or “Degree Confer Date” to have your transcript printed when your degree is conferred.

Select Processing Options

If you choose to have your request held for grade posting or degree conferral, it will not be processed until after the date shown. Prior to submitting a request for the official transcript, check your unofficial transcript for the status of grade changes and pending awards such as Dean's list.

Select Option:
Degree Confer Date
Grade Posting - Final Grades
Immediate Processing

Check the box for expedited processing and shipment. Fees apply. Payment instructions will appear after you submit your request.

If you have a Hold (Service Indicator) on your account, you may not be able to submit this request. (The "Submit" button will not appear.) View your Holds in your HUB Student Center for details.

If you want to have your transcript expedited overnight you will need to check the box for expedited processing. You will be given additional specific instructions about the expedite process when you get to the transcript request confirmation page. You can also go to <http://registrar.buffalo.edu/transcripts/index.php> for additional information on expedited service and the link to UPS.

In the **Enter Recipient Address Information** group box, use the **Send To** box to enter the name of the person or organization that you are having the transcript sent to.

Enter Recipient Address Information

Send To

Is this an undergraduate transcript to be submitted to a SUNY institution? Yes No

Country: United States

Address: [Edit Address](#)

You must indicate via radio buttons whether or not this transcript is being sent to another SUNY institution so that a General Education Transfer Agreement (GETA) can be included if necessary.

Enter Recipient Address Information

Send To:

Is this an undergraduate transcript to be submitted to a SUNY institution? Yes No

Country: United States

Address: [Edit Address](#)

Use the **Edit Address** page to provide the necessary information to mail your transcript.

Enter Recipient Address Information

Send To:

Is this an undergraduate transcript to be submitted to a SUNY institution? Yes No

Country: United States

Address: [Edit Address](#)

Edit Address

Country: United States [Change Country](#)

Address 1:

Address 2:

Address 3:

City: State: Postal:

Country:

NOTE: The default Country is the United States. If you need to have your transcript sent to another country click on the **Change Country** link to bring up the proper address block for the nation your transcript is being sent to.

When you have completed the Edit Address information, click **OK**.

Look Up

Look Up Country

Country: begins with

Description: begins with

[Basic Lookup](#)

Search Results

| Country | Description |
|---------|----------------------|
| ABW | Aruba |
| AFG | Afghanistan |
| AGO | Angola |
| AIA | Anguilla |
| ALA | Aland Islands |
| ALB | Albania |
| AND | Andorra |
| ANT | Netherlands Antilles |
| ARE | United Arab Emirates |
| ARG | Argentina |
| ARM | Armenia |

You should now be taken back to the “Request Official Transcript” page. To submit your request, click the “Submit” button.

****Incomplete address information will delay your request.****

On the **Transcript Request Confirmation** page, note the **Request#** (Number). Print the page in case you need to reference it in the future. You **will not receive** a separate email confirmation of your request.

Request Official Transcript
Transcript Request Confirmation

Request # **000004040** Request Date: **09/27/2011** UBOFC


Immediate Processing Please print this confirmation from the browser Print button. If you have a hold on your account, your request will not be processed. If you have any questions regarding this request, please contact the following:

- University Transcript: Contact the Student Response Center at src@buffalo.edu or (716) 645-2450.
- Law School Transcript: Contact the Law School at (716) 645-2060.
- Medical School Transcript: Contact the Medical School at (716) 829-2802.
- School of Dental Medicine Transcript: Contact the School of Dental Medicine at saharvey@buffalo.edu or (716) 829-2839.

In order to have multiple copies of your transcript sent to a person or organization or to request that your transcript go to a different person or organization, you will need to make additional separate transcript requests. To do so, click on the **Request Another Transcript** button.

[REQUEST ANOTHER TRANSCRIPT](#)

When you have finished making transcript requests click the **Student Center** link in the breadcrumb trail at the top of the page. This will bring you back to the main **Student Center** page.

 Favorites | Main Menu > Self Service > Student Center