

HOW TO REQUEST AN UNOFFICIAL AND OFFICIAL TRANSCRIPT

Unofficial Transcripts (free)

"Unofficial transcripts" are also known as student records. Along with course information, student records include student memoranda (e.g., disciplinary information, grade changes) and are not printed on official transcript paper.

Student Records may be requested in person at Suite 7223, 21 N. Park St. One form of picture identification (preferably a student ID) is required. There is a limit of one copy per student per visit; however, they are printed on plain paper and may be easily copied.

OR

A current student may also request one through the My UW-Madison web portal; it will be e-mailed to you. **(Go to the 'Student Record' tab, order through the 'Request Your Student Record' module.** If this module is not visible, please access it through the MORE button, located on the top left of the page.)

Official UW Campus Transcripts

<http://ordertranscript.wisc.edu/...>(cost money)

Official transcripts are printed on security paper with the official University of Wisconsin-Madison seal as well as the signature of the Registrar. The security paper will render the official transcripts void if they are photocopied, scanned, or faxed and have watermark safety mechanisms.

Follow these 3 steps to begin a new order or track an existing order:

1. **Log into My UW-Madison** using your NetID and password.
Forgot your NetID and password? Visit the NetID activation site.
2. Once you are in My UW-Madison, **click on the 'Student Center' link** from the box on the top left of the page.
3. From the 'Student Center' page, **click on 'Order Official Transcript'** from the menu on the left.

Proof of degree

Your transcript will show all degrees received. The transcript will only show degrees received after they are 'posted' on the transcript. Allow 4-6 weeks after the last day of the semester. However, if the only information you need certified is that you completed a degree, the Office of the Registrar can provide an official degree letter upon request

http://registrar.wisc.edu/students/acadrecords/degree_cert_letters.php at no charge. Degree verifications can also be requested through the National Student Clearinghouse at <http://www.studentclearinghouse.org>.