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.

Information For 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.

*Please note that the University at Buffalo does not email transcripts or issue official transcripts to UB departments. If you are applying to a UB program, please use an unofficial transcript by returning to your Student Center and choosing "Transcript: View Unofficial". (UB School of Law applicants can request an official transcript be sent to the School of Law)

(1) ⦿ 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)

(2) ☐ Check here if you participated in Study load while a student in the program you selected above.

Please indicate the approximate semesters atten   (3) *From Term [____]🔍   (4) *To Term [____]🔍

① 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)

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

② 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 transcript.

Indicate the Terms that you attended. Use the **③** **From Term** and **④** **To Term** fields to enter these values.

The system uses a four digit combination to represent the term. For example, if you are looking for the Term equivalent for Fall 2013 you would enter 2139, where 2 is the century, 13 is the year, and the final 9 is for the fall semester. Below are Terms for the 2017-2018 Academic Year.

> Semester & Year = Term
> Summer 2017 = 2176 term
> Fall 2017 = 2179 Term
> Winter 2018 = 2180 Term
> Spring 2018 = 2181 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 | 1619🔍 | Fall 1961 | *To Term | 1651🔍 | 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 — Immediate Processing ▼
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.

Enter Recipient Address Information

① **Send To** [   ]

Please enter the recipient (name of the person or organization) in the Send To box. Then click Edit Address to provide the necessary information to mail your transcript.

② Is this an undergraduate transcript to be submitted to a SUNY institution?   ⚬ Yes   ⚬ No

Country: United States

Address: Edit Address

①   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.

②   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.

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

Enter Recipient Address Information

Send To [   ]

Please enter the recipient (name of the person or organization) in the Send To box. Then click Edit Address to provide the necessary information to mail your transcript.

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:** [   ]

County: [   ]

OK   Cancel

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**.

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

HUB Verifies Your Address.

When typing your address, HUB will verify if it is correct or not. If the address you typed is not correct, HUB will offer suggestions on the bottom part of the screen.

Edit Address

Country:	United States	Change Country
Address 1:	1 Main St	
Address 2:		
Address 3:		
City:	Buffalo	State: NY
County:	Erie	Postal: 14203-3001

OK   Cancel

Has to be the street address or P.O. Box number

These lines allow for additional information such as whose attention you want the transcript sent to. (Attn: Victor Bull)

**Address Warning:**
Street Number Invalid

Suggestions:
Swan Towers Main St
Kaul Agency Inc
Mel Hurwitz
Nls
Legal Aid Bureau
Legal Aid Bureau Of Buffalo
Legal Aid Bureau Of Buffalo Inc
1-31(Odd)
1-49(Odd)
2-104(Even)
2-136(Even)
33-149(Odd)
51-93(Odd)
95-99(Odd)
101
103-151(Odd)
106
108-198(Even)
138-186(Even)
151-179(Odd)

Given the City, State and Zipcode, HUB recognizes that the address 1 Main Street does not exist.   It suggests the following addresses that are valid US mailing addresses for Main Street in Buffalo, NY.
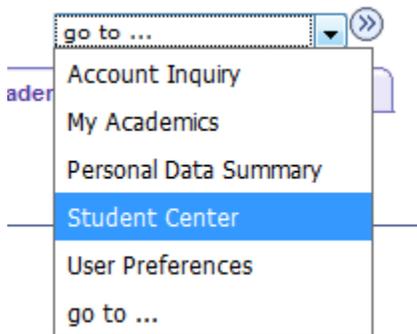
On the **Transcript Request Confirmation** page, note the **Request#** (Number). Print the page in case you need to reference it in the future. You **will not receive** a separate email confirmation of your request.
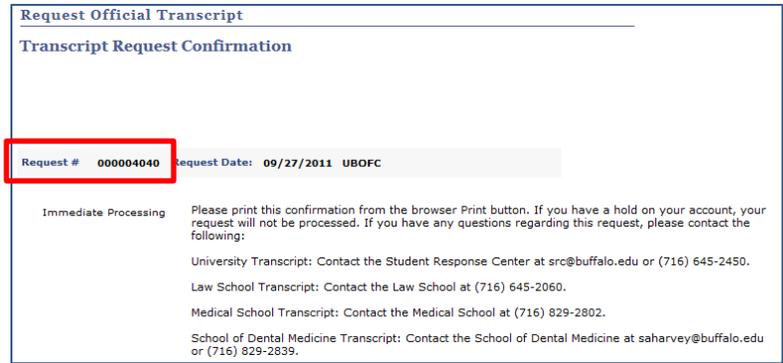
In order to have multiple copies of your transcript sent to a person or organization or to request that your transcript go to a different person or organization, you will need to make additional separate transcript requests. To do so, click on the **Request Another Transcript** button.

When you have finished making transcript requests select the **Student Center** in the **go to...** pull down at the top of the page then click the Go Button. This will bring you back to the main **Student Center** page.

This concludes this tutorial.