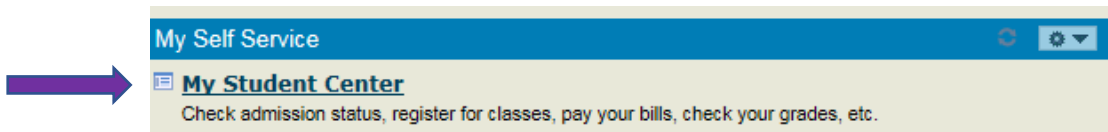
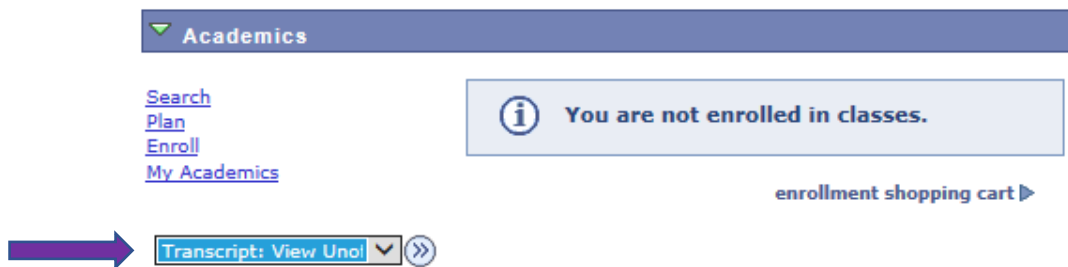


# How to Request an Unofficial Transcript

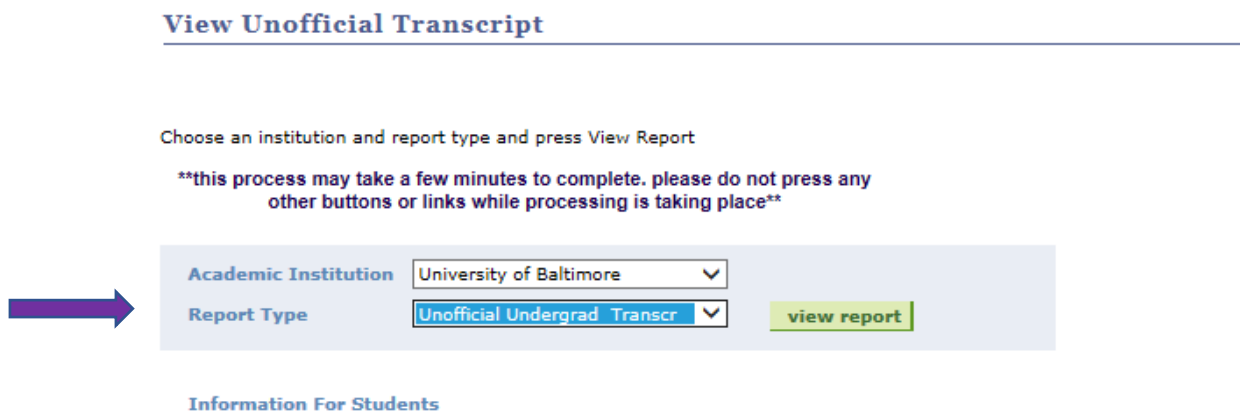
1. Select the My Student Center in your MyUB Portal



2. In the drop down box under Academics select "Transcript: View Unofficial" and click the GO button. ⌘



3. You will be taken to the "View Unofficial Transcript" page.  
Select the transcript report type you need in the drop down box and press view report.



A printable copy of the Unofficial Transcript Report will appear after the "view report" button is pressed.