How to Request an Unofficial Transcript

1. Select the My Student Center in your MyUB Portal

   ![My Self Service](image)

   ![My Student Center](image)

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

   ![Academics](image)

   ![Transcript: View Unofficial](image)

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.

   ![View Unofficial Transcript](image)

   ![Information For Students](image)

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