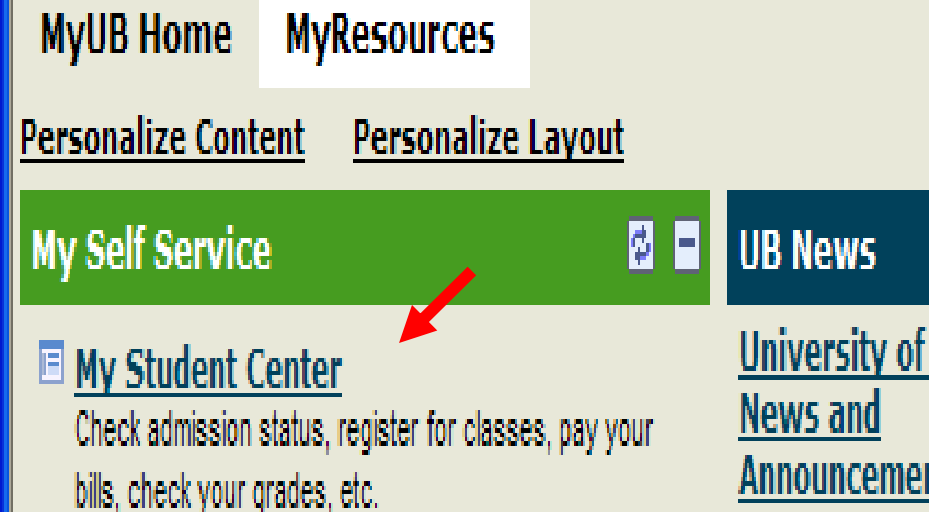

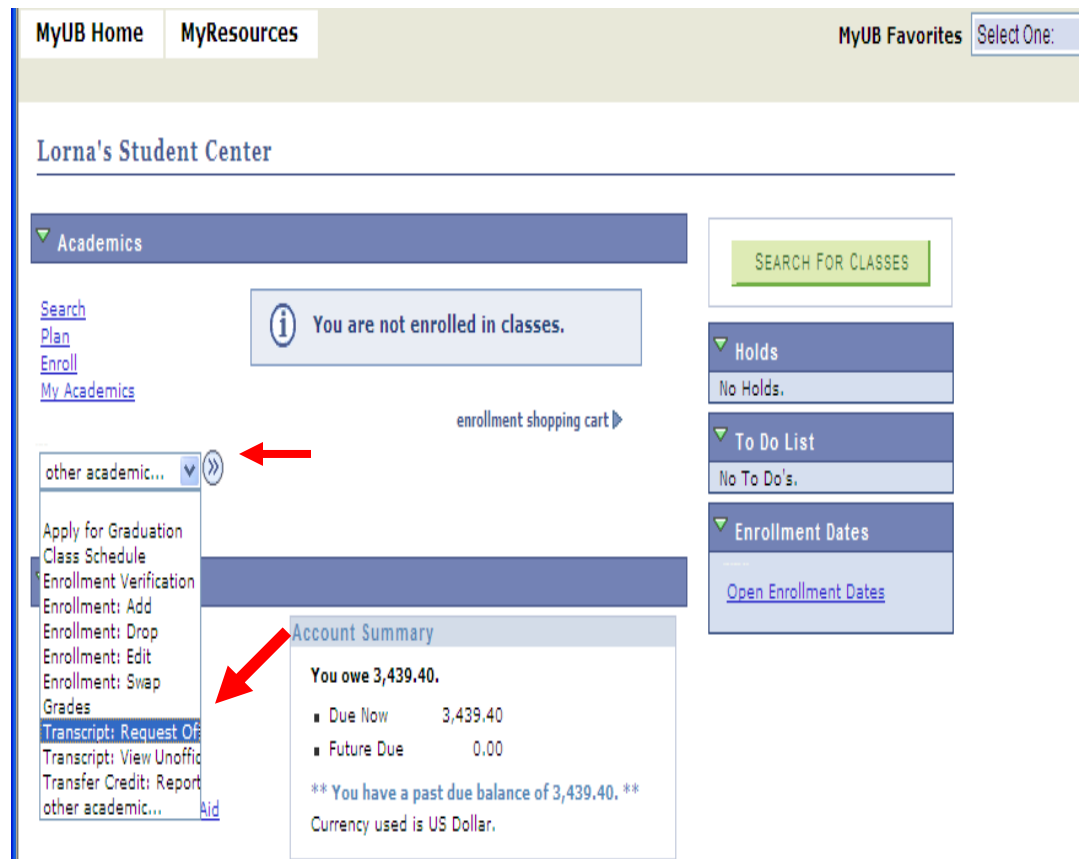


Request an Official Transcript


1.	Go to https://myub.ubalt.edu Log in using your network ID and password
2.	Click the Student Center link located on the upper left corner of the screen  <p>The screenshot shows the MyUB Home page. At the top, there are links for 'MyUB Home' and 'MyResources'. Below these are links for 'Personalize Content' and 'Personalize Layout'. A green bar contains 'My Self Service' with a refresh icon and a minus sign. To the right is a dark blue bar for 'UB News'. Below the green bar is a link for 'My Student Center' with a list icon, and a description: 'Check admission status, register for classes, pay your bills, check your grades, etc.'. To the right of this is a link for 'University of News and Announcements'.</p>

3.

Select **Transcript Request Official** from the “other academic” drop box. Click (go) arrows  .



The screenshot shows a student center interface for Lorna. At the top, there are navigation tabs for 'MyUB Home' and 'MyResources', and a 'MyUB Favorites' section with a 'Select One:' dropdown. Below this is the 'Lorna's Student Center' header. A blue bar labeled 'Academics' contains a search box with a 'SEARCH FOR CLASSES' button. To the left of the search box are links for 'Search', 'Plan', 'Enroll', and 'My Academics'. A central message box states 'You are not enrolled in classes.' with an information icon. Below this is an 'enrollment shopping cart' link. On the right side, there are several status boxes: 'Holds' (No Holds), 'To Do List' (No To Do's), and 'Enrollment Dates' (Open Enrollment Dates). A blue bar at the bottom contains a dropdown menu currently set to 'other academic...'. A red arrow points to the dropdown arrow, and another red arrow points to the 'Transcript: Request Official' option in the dropdown list. Below the dropdown is an 'Account Summary' box showing a balance of 3,439.40.


MyUB Home MyResources MyUB Favorites Select One: 


Lorna's Student Center


Academics

SEARCH FOR CLASSES

[Search](#)
[Plan](#)
[Enroll](#)
[My Academics](#)

 You are not enrolled in classes.

enrollment shopping cart 

other academic... 

- Apply for Graduation
- Class Schedule
- Enrollment Verification
- Enrollment: Add
- Enrollment: Drop
- Enrollment: Edit
- Enrollment: Swap
- Grades
- Transcript: Request Official**
- Transcript: View Unofficial
- Transfer Credit: Report
- other academic... [Aid](#)

Account Summary

You owe 3,439.40.

- Due Now 3,439.40
- Future Due 0.00

**** You have a past due balance of 3,439.40. ****

Currency used is US Dollar.

4. Select **Immediate Processing**, quantity, and enter recipient address information. By selecting an address type, the field will automatically be populated.

MyUB Home MyResources MyUB Favorites Select One: ▾

Request Official Transcript

Select Institution University of Baltimore ▾

Information For Students

Select Processing Options

If you choose to have your request held for grade posting or degree conferral, it will not be processed until the date shown.

Select Option Immediate Processing ▾ ←

Quantity 1

Enter Recipient Address Information

Send To My Address Address Type Home ▾

Send To

Done Trusted sites 100%

5. Click **submit** button. Enter a name in the “Send to” field.

MyUB Home MyResources MyUB Favorites Select One: ▾

Send To My Address Address Type Home ▾

Send To Lorna Doone ←

Country: United States

Address: 1420 N CHARLES STREET
BALTIMORE, MD 21201 [Edit Address](#)

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

SUBMIT CLEAR

6. Print the [transcript request confirmation](#) page for your records.

MyUB Home **MyResources** **MyUB Favorites**

Transcript Request Confirmation

Request # 000388533 **Request Date:** 10/10/2008 **Official Transcript**

Immediate Processing Please print this confirmation from the browser Print button. If you have any questions regarding this request, please contact the Records Office.

Quantity: 1

Recipient Information

Send To Lorna Doone
1420 N CHARLES STREET

BALTIMORE MD 21201

Done Trusted sites