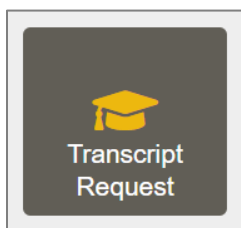


Tippie Quick Guides

How to request a UI transcript in MyUI

You can order your transcript from the University of Iowa multiple ways. These instructions explain how to order one through MyUI. To learn all of the different options visit this webpage: <https://registrar.uiowa.edu/transcripts>

1. From the Home screen in MyUI, click on the **Transcript Request** icon.



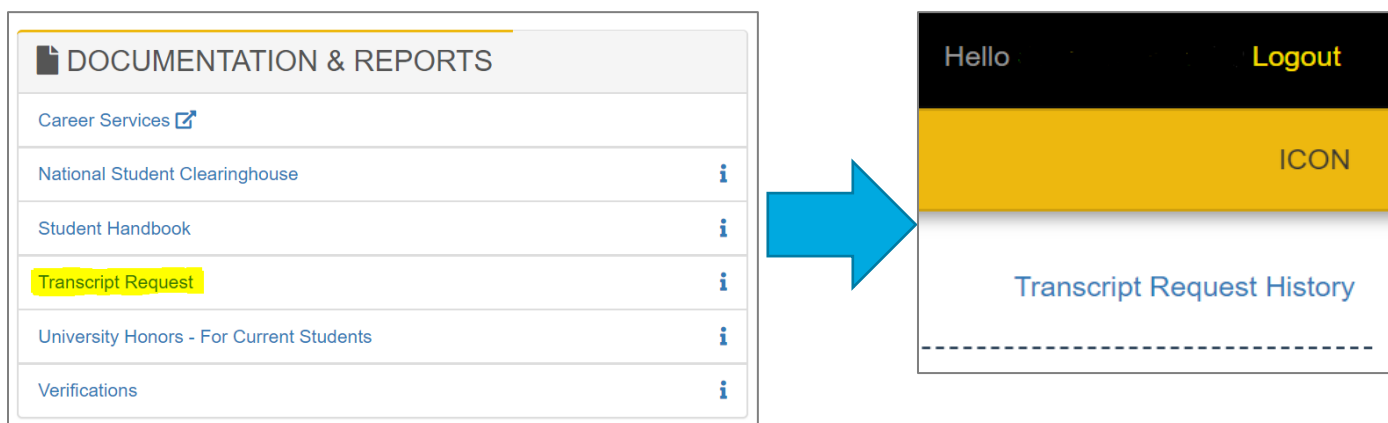
2. Follow the prompts after clicking this icon to submit a transcript request.

Requests placed on MyUI by 11:59 p.m. are processed the next business day.

Has your Hawk ID expired? Call the ITS Help Desk at 319-384-4357 to have it reset.

3. While your request is being processed, you can check your transcript request history:

Student Information > Documentation & Reports > Transcript Request > Transcript Request History (upper right-hand corner)



This history only shows requests placed via MyUI, not by correspondence or in-person.

Processed = Sent on the date shown.

Important notes:

- If you are **sending the transcript to yourself** at your University of Iowa email address, please read these instructions:

*University of Iowa email address formatting is: firstname-lastname@uiowa.edu
OR HawkID@iowa.uiowa.edu. If formatted as HawkID@uiowa.edu it is undeliverable!*

- The Registrar's Office does not provide **unofficial transcripts**. If you are a current student you may obtain a Grade Report on [MyUI](#). Grade Reports are rarely accepted by prospective employers or other schools in place of official transcripts.

