

Transcript Request

Step 1: Log in to your student BannerWeb at www.cos.edu

Step 2: Click on “Student Services” tab

Step 3: Click on “Student Records”

Step 4: Click on “Order Official Transcript” *Transcript Order Services Pop-up will appear*

Step 5: Click on “Begin Order”

Additional Steps:

Regular Request (Official)-\$6.00 per copy (First 2 Official copies are FREE)

- Deliver to Recipient: transcript(s) are electronically delivered within 5 business days. Please allow for delivery time.
- Pickup: Pick up at Register Office within 5 business days after 3 pm (Transcript(s) not picked up in 30 days, will be mailed to address provided.)

Tell us when to release your transcript(s)

- Send Now:** will show everything completed and In-progress courses
 - Select this option if the University is requesting an official transcript now. It will take 3-5 business days for the school to receive it electronically.
- Send after final grades are posted for Click on Term (Fall/Spring/Summer)
- Hold for change of grade in the course(s)
- After degree is posted** (includes your final grades)
 - Select this option if you are completing a degree from COS. University usually will request this type of transcript the end of the term.

Additional Services: Select appropriate GE pattern if you have external transcript as part of your degree.

- CSU Certification **OR** IGETC Certification

Search our Recipient Table

- Choose this option to search Colleges & Universities that are already set up in our system
- Select Recipients State
- Type school name
- Myself
- Select an Application Service (AMCAS, LSAC, PHARMACAS, etc.)
- Direct Access Code Lookup (select if your recipient provided you with a “Direct Access Code”).

UNIVERSITY APPLYING:_____ **TRANSCRIPT DUE DATE:**_____

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* **It is the responsibility of the student to meet the transcript deadline for the 4-year University where they are applying****