Transcript Request

- Step 1: Log in to your student BannerWeb on your "MyGiant Universal Login"
- 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: **DOES NOT INCLUDE** current terms' grades
- Send after final grades are posted for Click on Term (Fall/Spring/Summer)
- Hold for change of grade in the course(s) listed below: ENTER COURSE INFORMATION
- After degree is posted (selected this option if you are completing an ADT)

Additional Services: Select appropriate GE pattern if you have <u>external transcript</u> 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".

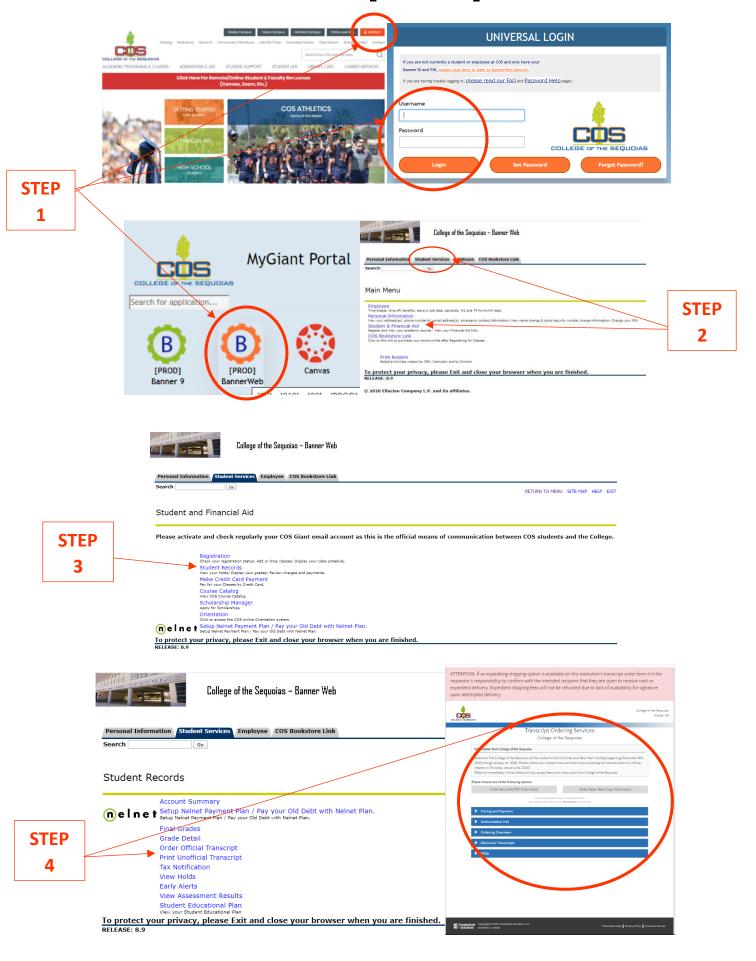
UNIVERSITY APPLYING:	TRANSCRIPT DUE DATE:
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* *It is the responsibility of the student to meet the transcript deadline for the

4-year University where they are applying**

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