

## SAVE TIME! ORDER YOUR OFFICIAL TRANSCRIPT ONLINE!

### ***NEW ELECTRONIC TRANSCRIPT REQUEST PROCESS NOW AVAILABLE!***

Students can now make official transcript requests online through the MY.SUNYULSTER.EDU Portal.

Directions:

1. Log onto [MY.SUNYULSTER.EDU](http://MY.SUNYULSTER.EDU)
2. Go to the **STUDENT RESOURCES** tab.
3. Go to the box labeled **STUDENT FORMS and APPLICATIONS** in the center of the screen.
4. Click on **REQUEST AN OFFICIAL TRANSCRIPT**.

### ***READ THE INSTRUCTIONS CAREFULLY!!***

When you get to the **TRANSCRIPT REQUEST OPTIONS** page.  
Pay attention to **when** you want the official transcript sent out.

There are 3 options:

1. **AS SOON AS POSSIBLE** – means your official transcript will print out as soon as you hit submit
2. **HOLD FOR GRADES** – means your official transcript will NOT print out until all your final grades are in (THIS IS IMPT IF YOU NEED TO SHOW COMPLETION OF THE SEMESTER TO YOUR TRANSFER INSTITUTION)
3. **HOLD FOR DEGREE** – means if you are graduating, your transcript will not print out until all your grades are in and the Graduation Notation has been entered into the system so it shows on your transcript (THIS IS IMPORTANT IF YOU NEED TO SHOW PROOF OF GRADUATION TO YOUR TRANSFER INSTITUTION!!)

If you click AS SOON AS POSSIBLE – but wanted to wait until all your final grades are in, the Registrar's Office has no way of knowing this and the transcript will be sent out the day it's requested. We would like to avoid situations like this, so please make sure you take your time in the process and review your request before hitting the submit button.

After you review your request you will be directed to an electronic payment page.

**NOTE:** Students with “holds” will **NOT** be able to request official transcripts (electronically or in-person) until the hold has been resolved.

Questions can be directed to the Registrar's Office at: 845-687-5075.