Instructions for Ordering Transcripts – **Current Students**

1. Go to [www.isis.ufl.edu](http://www.isis.ufl.edu).

2. Click on TRANSCRIPTS on the MY ONLINE SERVICES panel on the left.

3. Click on CURRENT STUDENTS.

4. Review the following information about ordering transcripts:

   - Transcripts are $6.00 each for currently registered UF students or for students registered the immediate past term.
   - Need a form attached? Click here
   - Transcripts cannot be ordered by email, telephone or fax and they cannot be mailed or sent as PDFs.
   - Transcript requests cannot be held for printing at a future date.
   - Transcript payments: Visa, MasterCard, American Express or Diner’s Club. Payments are nonrefundable.
   - UF will mail only official transcripts. Official indicates the transcript is printed on security paper that includes tests for authenticity. The transcript is also placed individually in University of Florida envelopes sealed with the University Registrar’s stamp and signature across the envelope flap.
   - Transcripts ordered by 5:00 p.m. generally mail the next business day. Exceptions: Orders placed the Friday before commencement through the following Tuesday will print on Wednesday.
   - If you want to pick up your transcript in person, you must place your order in 222 Crizer Hall, Monday – Friday, 8:00 a.m. to 5:00 p.m.
   - The preferred Internet browser is Internet Explorer.

   **Browser Requirements for MyUFL Portal**
5. You can then view and print your UNOFFICIAL transcript. You may want to review your information to make sure it is correct BEFORE ordering your official transcripts.

Once you're ready, click ORDER MY TRANSCRIPT.

6. You may then be prompted to log in to your gatorlink account.

7. Review your information, make any edits needed, then click CONTINUE TO PLACE ORDER.
8. Read the Transcript Request Introduction, then click I AGREE to continue.

9a. Select where you would like your transcript to be sent from the menu, or type in a new address.

9b. Review which information you’d like to be included or excluded.

9c. Then click ADD TO CART.
10. You may either add another transcript order or PROCEED TO CHECKOUT.

11. Review your order, then click PROCEED TO PAYMENT, if no changes are needed.

12. You will be redirected to CashNet to pay for your transcript order. Click CONTINUE.

13. Check the ACKNOWLEDGMENT box to agree to the terms, then click CONTINUE.
14. Input your credit card payment information, then click Continue to checkout.

15. Review your order then click checkout. You have now ordered your transcript.