Instructions for Ordering Transcripts – **Former 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 FORMER STUDENTS.

4. Review the following information about ordering transcripts:

   Transcript Order Information - Former Students

   - Transcripts are $12.00 each for students who are not enrolled and have not been registered at UF for two or more terms.

   - Need a form attached? Click here

   - Transcripts cannot be ordered by email, telephone or fax and they cannot be emailed or sent as PDFs.

   - Transcript requests cannot be held for printing at a future date.

   - Transcript payment: Visa, MasterCard, American Express or Diner's Club. Payments are non-refundable.

   - 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. Exception: Orders placed the Friday before commencement through the following Tuesday will print on Wednesday.

   - To pick up your transcript in person, you must place your order in 222 Criser Hall, Monday - Friday, 8:00 a.m. to 5:00 p.m.

   - The preferred Internet browser is Internet Explorer.
5. Select when you were born.

5a. If you were born in 1955 or earlier, you will need to follow these directions:

- To order your transcript, mail in the transcript request (PDF) with a check or a money order.
- It will take 7-10 business days to process your transcript order.
- Your record will be moved to our online system for future transcript orders.
- Contact the Registrar's Office at 352-392-1374 if you have questions or to verify if you have an online transcript record.

5b. If you were born in 1956 or later, you then have 3 options for logging on. Choose which is appropriate for you.

- I have a GatorLink account and I remember my username and password:
  
  - View and/or screen print my unofficial transcript
    (While the transcript will not be accepted by other institutions or potential employers as an official UF transcript, it is available for your immediate review and you can also screen print a copy.)
  
  - Order my transcript

- I forgot my GatorLink login information:
  
  - If you are unsure of your GatorLink username or password but you think you may have stored a password hint, Logon and click forget Your Password?
  
  - If that doesn't work, call the UF Computing Help Desk at 352-392-4357 (392-HELP). You will need to provide your 8-digit UFID.

- If you do not have a GatorLink account, follow these steps to create one:
  
  - Need/Forgot UFID
    If you have never had a UFID or cannot remember your UFID, call the Registrar's Office at 352-392-1374 for assistance or click on the Contact Us link at the top or bottom of this page. After 5 p.m. EST or on weekends, please call the UF Computing Help Desk at 352-392-4357 (392-HELP).

  - Create a new account: Click on GatorLink Account Creation.
    (You will need your 8-digit UFID, the last name under which you attended UF and your date of birth.)

    If you have trouble creating a new GatorLink account, call the UF Computing Help Desk at 352-392-4357 (392-HELP).
    You will need to provide your UFID.

  - My new GatorLink account is active: Order my transcript
    Please note: If you have just reactivated or created a GatorLink account, you must wait at least 15 minutes before you can access the system and place your transcript order.
6. Once you have successfully logged on, you can 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.

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.