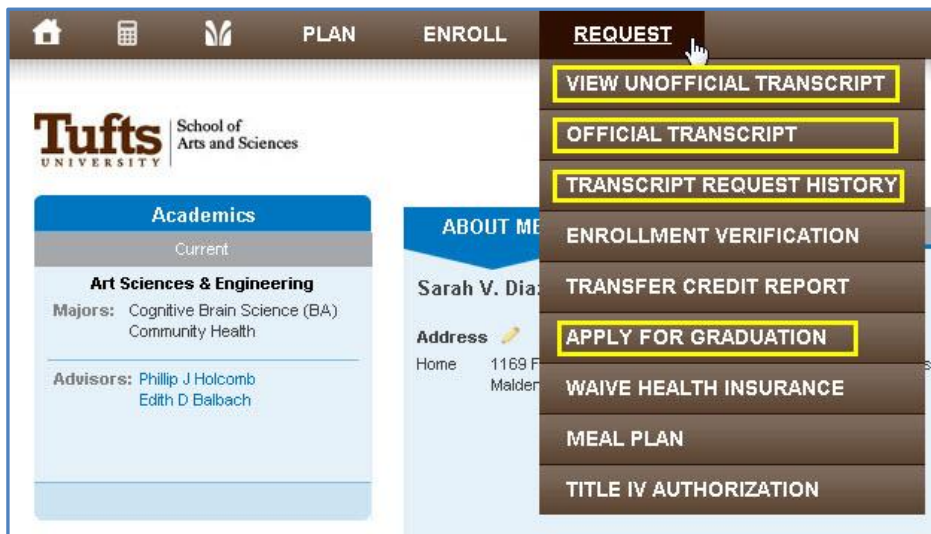


## Transcripts and Graduation

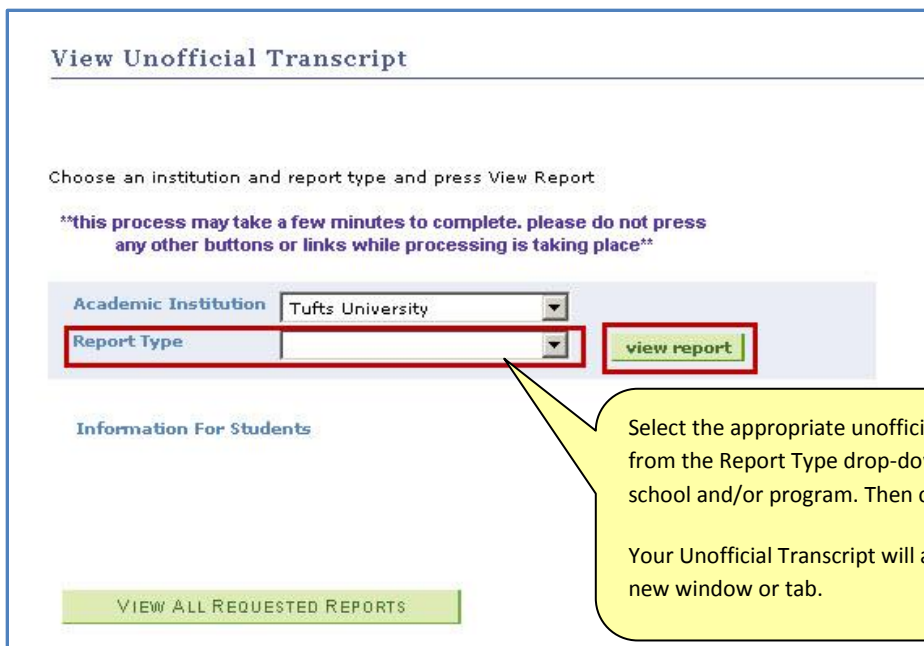


Using the Request tab at the top of your iSIS homepage, you can view your Unofficial Transcript, request a copy of your Official Transcript, review your Transcript Request History, and apply for Graduation.

### View Your Unofficial Transcript

Your Unofficial Transcript cannot be used for official purposes, however it can be a valuable tool for reference as it lists your class history, credits, and grades.

To view your Unofficial Transcript, click on the Request tab at the top of your iSIS homepage and select “View Unofficial Transcript.” The View Unofficial Transcript page will appear.



## Request a Copy of Your Official Transcript

To request a copy of your Official Transcript, click on the Request tab at the top of your iSIS homepage and select "Official Transcript." The Request Official Transcript page will appear.

**Request Official Transcript**

Select Request: Request Institution to Mail (dropdown) | Requested Print Date: 07/15/2013

Select Institution: Tufts University (dropdown)

Academic Career: AS&E Undergrad (dropdown)

**Information For Students**  
 Official transcripts are available to students, alumni, and former student in good academic standing with the University. Processing time is approximately 24 hours. For inquiries regarding Official transcripts, please contact the Registrar.

**Select Processing Options**

If you choose to have your request held for grade posting or degree conferral, it will not be processed until the date shown.

Select Option: Immediate Processing (dropdown) | Quantity: 1

**Enter Recipient Address Information**

Send To My Address

Send To: [text field]  
 Country: [text field]  
 Address: [text field]

[Edit Address](#)

**\*\*Incomplete address information will delay your request.\*\***

Buttons: SUBMIT, CLEAR

In the Select Request field, select either "Request Institution to Mail" or "Hold for pick-up – Stdnt Svcs."

Select your Academic Career from the drop-down.

Enter the number of Official Transcripts you wish to request.

If you are a current student, you may wish to request your Official Transcript for a future date. To do that, select either "Degree Confer Date" or "Grade Posting." For either option, you will then need to select the appropriate Term.

If you would like the Transcript mailed to your address (already in iSIS), select the Send To My Address checkbox.

If you would like the Transcript sent somewhere other than your address, enter the name of the recipient, then click the Edit Address link. The Edit Address page will appear (see below).

Note: If you selected the "Hold for pick-up – Stdnt Svcs" option, the Enter Recipient Address information section will state "\*\*\*ISSUED TO STUDENT\*\*."

When you have finished entering all necessary information, click Submit to request your official Transcript. The Transcript Request Confirmation page will appear.

**Edit Address Page**  
 Enter the recipient's address in the appropriate fields in the Edit Address page. Then click OK. The Request Official Transcript page will reappear.

**Edit Address**

Country: United States | [Change Country](#)

Address 1: [text field]  
 Address 2: [text field]  
 Address 3: [text field]

City: [text field] | State: [dropdown] | Postal: [text field]

County: [text field]

Buttons: OK, Cancel

**Request Official Transcript**  
 Transcript Request Confirmation

Request # 00001282 | Request Date: 07/15/2013 | A-OFF

Immediate Processing | Please print this confirmation from the browser Print button. If you have any questions regarding this request, please contact the Records Office.

Quantity: 1

**Recipient Information**

Send To: [text field]  
 [text field]

Buttons: REQUEST ANOTHER TRANSCRIPT

## Transcript Request History

To view any past Official Transcript Requests click on the Request tab at the top of your iSIS Home Page and select the "Transcript History Request" option.

The Previous Requests page will appear. Here you can view the dates, status, and recipients of any past Official Transcript requests.

### View Official Transcript Request

#### Previous Requests

All Prior Transcript Requests are displayed in the following list. The list includes all unprocessed requests and any processed requests of the previous 24 months but not prior to August 19th 2013 before iSIS went live.

Find | View All | First 1-4 of 4 Last

Report Request Nbr	Request Date	Transcript Status	Description	Send To	Send To Address	Number of Copies
000001282	07/15/2013	On Request	AS&E Official Transcript	Request Recipient	123-456789, 123-456789, 123-456789, 123-456789	1
000001281	07/15/2013	On Request	AS&E Official Transcript	Request Recipient	United States	1
000001279	07/12/2013	On Request	AS&E Official Transcript	Request Recipient	123-456789, 123-456789, 123-456789, 123-456789	1
000001241	07/10/2013	On Request	Vet Prof and Grad Official	Request Recipient	123-456789, 123-456789, 123-456789, 123-456789	1

RETURN