

Knowledge Guide:

How to Request an Unofficial Transcript

1. Navigate to the Solution Center “Transcript Request” Page:

<https://www.uml.edu/thesolutioncenter/transcript.aspx>

2. Locate the “Paper Transcript Requests” section and click on the “SiS Student Self-Service” link.

TRANSCRIPT REQUESTS

Expedited Electronic Official Transcripts Now Available

Expedited Electronic Official transcripts may be generated for any student who has attended or graduated from University of Massachusetts Lowell (previously University of Lowell) on or after May 1987. Students who attended or graduated prior to 1987 (Lowell Tech, Lowell State) may only request official [paper transcripts](#) (pdf).

Please Note:

- The fee for an expedited electronic official transcript is \$3.25.
- Official Transcript requests cannot be processed for those with past due balances or any other transcript holds. You will be notified via email if a hold exists. The electronic transcript order is cancelled within 30 days if the hold is not removed.
- Official transcripts will include all careers which includes: Undergraduates, Graduates and Online and Continuing Education careers.

[Electronic Transcript Clearinghouse Request](#)

PAPER TRANSCRIPT REQUESTS

Students currently enrolled may print unofficial transcripts or request official transcripts through [SiS Student Self-Service](#).

3. From your Student Center, click on the “My Academics” tile.

Tara's Student Center at Lowell

My Schedule Grades Exam Schedule Holds

To Do List Enrollment Finance and Financial Aid Academic Advisement Report

My Academics My Advising Center My Planner Enrollment Dates

Personal Information Advisor Search for Classes Grant Addl Acct Access

UML Campus Links

4. From the “My Academics” section, click on “Transcript” and then select “View My Unofficial Transcript”.

- Academic Requirements
- What-If Report
- Advisors
- Transfer Credit
- Course History
- Transcript
 - Expedite official (Nominal fee)
 - Explanation of E-Transcript
 - View my unofficial transcript
 - Request official transcript

5. Once open, click on the blue “View Report” button. Your transcript will open in a new tab as a PDF document. You may save or print this as needed.



Choose an institution and report type and press View Report

This process may take a few minutes to complete. Please do not press any other buttons or links while processing is taking place

Academic Institution University of Mass Lowell

Report Type UML Unofficial Transcript

Information For Students
This is an unofficial transcript.



View All Requested Reports View Report