

# HOW TO REQUEST AN OFFICIAL ACADEMIC TRANSCRIPT IN ZIPLINE

Use your active UAnet ID and password to log into ZipLine. To request an official academic transcript, click on the *Online Transcript Request* icon in the *Access My...* section.

If you have a transcript hold on your record, a message will exist just above the hold icon. Click the message for details regarding the hold. You will be unable to submit a request while you have a transcript hold.

All financial obligations to The University of Akron must be satisfied prior to the release of official academic transcripts.

If you do not have a transcript hold on your record, you will be free to submit your request.

You are limited to one official academic transcript per request. If you need multiple official academic transcripts, you simply need to submit multiple requests.

Please note that any official academic transcript picked up by or sent to you will be marked ISSUED TO STUDENT.

If you wish to pick up your transcript at the Student Services Center in the lobby of Simmons Hall, remember to type the words PICK UP after your name in the *Send To* field. Please note that you have fourteen (14) calendar days to pick up your requested transcript.

An explanation of each processing option appears just above the *Select Option* drop-down menu. After reading the explanations, select the appropriate processing option.

If you select Normal Processing, your request will be fulfilled promptly and will be mailed or available for pick up at the Student Services Center according to the schedule at [www.uakron.edu/registrar/services/transcurrent.dot](http://www.uakron.edu/registrar/services/transcurrent.dot).

If you select Degree Confer Date or Grade Posting, a *Select Term* drop-down menu will appear. Select the appropriate term.

The date that appears next to the term that you selected is the date on which your official academic transcript will be mailed or available for pick at the Student Services Center in the lobby of Simmons Hall.

You have two options for indicating the recipient of your official academic transcript.

You may have your official academic transcript issued to you by checking the *Send To My Address* box and selecting an Address Type from the drop-down menu that appears. Although an address type must be selected, you can edit the address by using the *Edit Address* link. Please note that edits do not update any address on file with the Office of the University Registrar.

Or, if you wish to have your transcript issued to a third party, you simply need to complete the *Send To* field and use the *Edit Address* link to provide an accurate mailing address.

Once you have verified the accuracy of the information provided in your request, click SUBMIT.

The request number on the Transcript Request Confirmation page indicates that the submission of your request was successful.