REQUEST YOUR OFFICIAL ACADEMIC TRANSCRIPT USING MY AKRON

From The University of Akron’s homepage, click the My Akron link located just below your web browser’s address bar.

Use your active UAnet ID and password to log into My Akron. To request an official academic transcript, click the Request Transcripts icon on the My Experience tab.

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.
Request Official Transcript

Select Institution: The University of Akron

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

You are limited to one official academic transcript per request. If you need multiple official academic transcripts, you need to submit multiple requests. A maximum of five (5) official academic transcripts may be requested each calendar day.

It is important to note that any official academic transcript picked up by, picked up on behalf of or sent to you will be marked ISSUED TO STUDENT.

Each processing option is explained just above the Select Option drop-down menu. Select the processing option that meets your needs.

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/transcripts.

Select Processing Options

DEGREE CONFER DATE: Your academic transcript request will be processed on the date shown (approximately four weeks after the commencement ceremony).

GRADE POSTING: Your academic transcript request will be processed on the date shown following fall or spring semester. The date shown for summer represents the first day on which grades could be available. Check My Akron to make sure that your grades have been posted before ordering a transcript and then use the Normal Processing option.

NORMAL PROCESSING: Your request will be processed promptly. See http://www.uakron.edu/registrar/transcripts to determine when your academic transcript(s) will be mailed or available for pick up.

Select Option: Normal Processing

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 a fall or spring term is the date on which your official academic transcript will be processed.

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

1. You may have your official academic transcript issued to you by checking the Send To My Address box and then selecting an Address Type from the drop-down menu. You can edit the address that appears by using the Edit Address link. Type the words PICK UP after your name in the Send To field if you plan to pick up your transcript,

2. Or, you may have your transcript issued to a third party by providing the recipient’s name in the Send To field and using the Edit Address link to provide an accurate mailing address.

Click SUBMIT after verifying the accuracy of the information that you provided. The request number on the Transcript Request Confirmation page indicates that the submission of your request was successful.