

# Transcript Request Information

The Office of Academic Records issues only official transcripts. An official transcript is the complete University of Nebraska and/or UNMC student academic record; and, includes the University seal and stamped signature of the Registrar.

## Transcript request options:

1. An official transcript stamped as "Issued to Student" - This transcript is for your personal use and is not accepted by third party entities.
2. An official transcript placed in a "sealed" envelope sent directly to the student - This transcript may be forwarded to third parties provided the envelope has not been opened.
3. An official transcript mailed directly to third party entities from the UNMC Office of Academic Records.

Transcript requests will not be processed if your UNMC record is on hold. (example: outstanding tuition/fee balance, parking/library fines, student loan defaults, etc.)

Transcripts are processed on Tuesday and Friday. Your transcript request must be received in the Office of Academic Records by 3 p.m. Monday (for Tuesday processing) or Thursday (for Friday processing).

UNMC accepts Mastercard and VISA only.

## UNMC Graduating Students - Please read the following:

Per **UNMC policy**, all faculty have 5 days from the last day of the semester to post grades. As a result, the release of a transcript, with final grades, may not be accomplished until all grades are posted.

**At UNL**, the policy is to provide a final transcript one (1) month after graduation. This policy insures all grade changes are posted and an accurate GPA is calculated.

Understanding your transcript needs to sit for boards, and your transcripts need to be licensed, are key elements when making your request for transcripts.

**State of Nebraska Licensure Exams:** If you choose to sit for a Nebraska licensure exam, you may do so without a transcript. You CANNOT be licensed in Nebraska until the transcript is received by the State Board. The State Licensing Board does not require a GPA be posted to the transcript; however, they do require the posting of the degree and the degree conferral date. ( example: Bachelor of Science in Nursing. Degree Conferred: May 3, 4, 5, 2007, depending upon your actual graduation date).

**Other State Licensing Exams:** If you intend to sit for a licensing exam in a state other than Nebraska, it will be incumbent upon you to determine what is required for that exam. If a transcript with a GPA is required, that cannot be accomplished until final grades are posted. Review the requirements before making your transcript request to insure you are requesting the correct option(s). Understand that certain requirements may result in the transcript being delayed until all the requirements can be met.

When you complete a transcript request form, you have several options: **1)** Wait for posting of degree **2)** Wait for posting of final grades **3)** Wait for posting of degree and final grades. Make your choice congruous with the licensure exam or state licensing board requirements.

**UNMC College of Nursing students on the Lincoln campus:** You have been provided guidance on transcript requests by Michele Saucier and Sherrie Ames. If you have additional questions regarding your transcript process please contact Michele or Sherrie.

[Continue to Transcript Request Forms](#)