



Saving an Electronic Transcript

Unofficial transcripts may be accessed online and saved in electronic format for use with Symplicity and other applications. Complete the steps below to view and save an electronic copy of your transcript.

1. Access your unofficial transcript at the One Stop site: <http://onestop.umn.edu/onestop/grades.html>.
2. After you have logged in and the transcript is displayed in your browser, use the browser's File menu to select "Save Page As."
3. In the Save Webpage dialog box:
 - a. Set the destination to Desktop or another disk location
 - b. In the text field for File Name, type "unofficial transcript.doc"
 - c. Use the dropdown menu for "Save as type" to select "All Files"
 - d. Click "Save"
4. Open the new Word document and adjust the margins as needed to correctly display lines of text.
5. If you have undergraduate, high school or other graduate coursework from the University you do not wish to enclose in your unofficial law school transcript, delete the information. Please note: All of this information will appear on an Official Transcript.
6. Save the document as "Unofficial Transcript.doc" and upload to Symplicity.

Need an official transcript?

Complete the request form online at <https://onestop2.umn.edu/officialtranscript/initializeTranscript.do?institution=UMNTC> or visit a One Stop Student Service Center location below. Students must present a picture ID (U of MN ID card, driver's license, or state ID) to request an official transcript in person. Requests are not accepted by phone.

East Bank: 200 Fraser Hall, 106 Pleasant St. SE, Mpls. Open 8am-5:30pm, Monday-Thursday; 8am-4pm, Friday.

West Bank: 130 West Bank Skyway, 219 19th Av S, Mpls. Open 8am-4pm, Monday-Friday.

St. Paul: 130 Coffey Hall, 1420 Eckles Ave., St. Paul. Open 8am-4pm, Monday-Friday.

Official transcripts are \$5.00 each. Checks should be made payable to the University of Minnesota. Credit card payment required for online request. There is no charge for unofficial copies.

Important information about official transcripts:

- Transcripts will not be issued for individuals with financial holds.
- All official transcripts are certified and signed by the University registrar; each is mailed in a separate sealed envelope.
- To ensure prompt processing, please provide all information requested by the online or print form. Incomplete information will result in a delay in processing your request.
- Transcript requests are not held for grades or degrees. To check the status of your grades or degree online, visit <http://onestop.umn.edu/onestop/grades.html>.