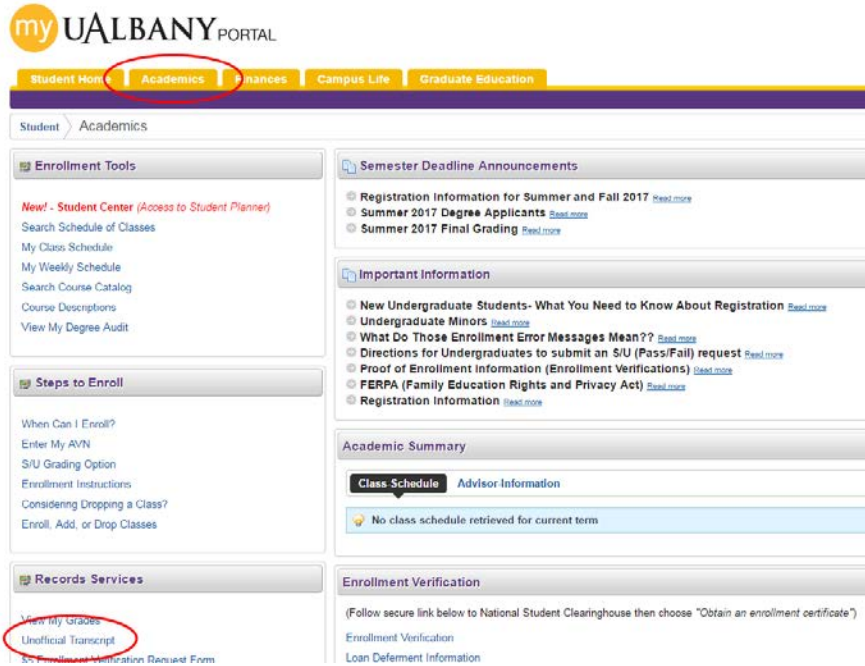


Steps to Obtain an Unofficial Transcript and Convert to PDF

1. You will need Adobe Acrobat Reader in order to save your unofficial transcript as a PDF. If you do not already have Adobe, please download it for free at <https://get.adobe.com/reader/>
2. Logon to MyUALbany. Click the “Academics” tab at the top, then click “Unofficial Transcript” on the left.

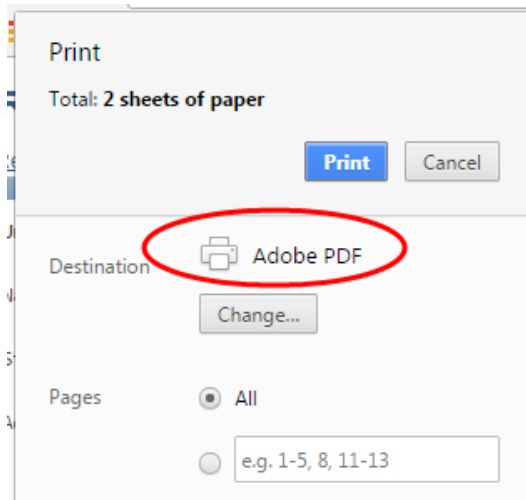


3. Select the Report Type – Unofficial Academic Transcript, and click “Go”

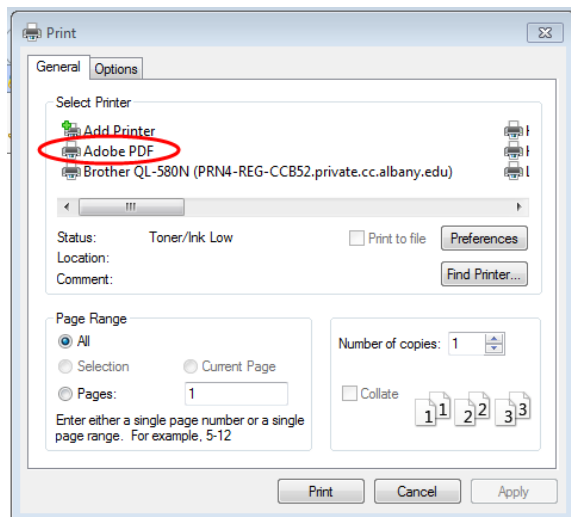
The screenshot shows the 'View Unofficial Transcript' form. At the top, there are three buttons: Search, Enroll, and My Academics. Below these, there is a section for selecting the Academic Institution (University at Albany) and the Report Type (Unofficial Acad Transcript). A 'go' button is next to the Report Type dropdown. Below the form, there is a section for 'Information For Students' and a button labeled 'VIEW A REPORT THAT YOU HAD PREVIOUSLY REQUESTED'.

4. Click “Print” or Control-P or (⌘)-P to bring up the printer dialog box

5. Change the “select printer” or “destination” to “Adobe PDF” (this will look different depending on which browser you are using)



Or



6. Click “Print” to save the document as a PDF. Once the document is saved to your computer, you can upload or email it.