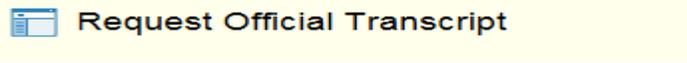
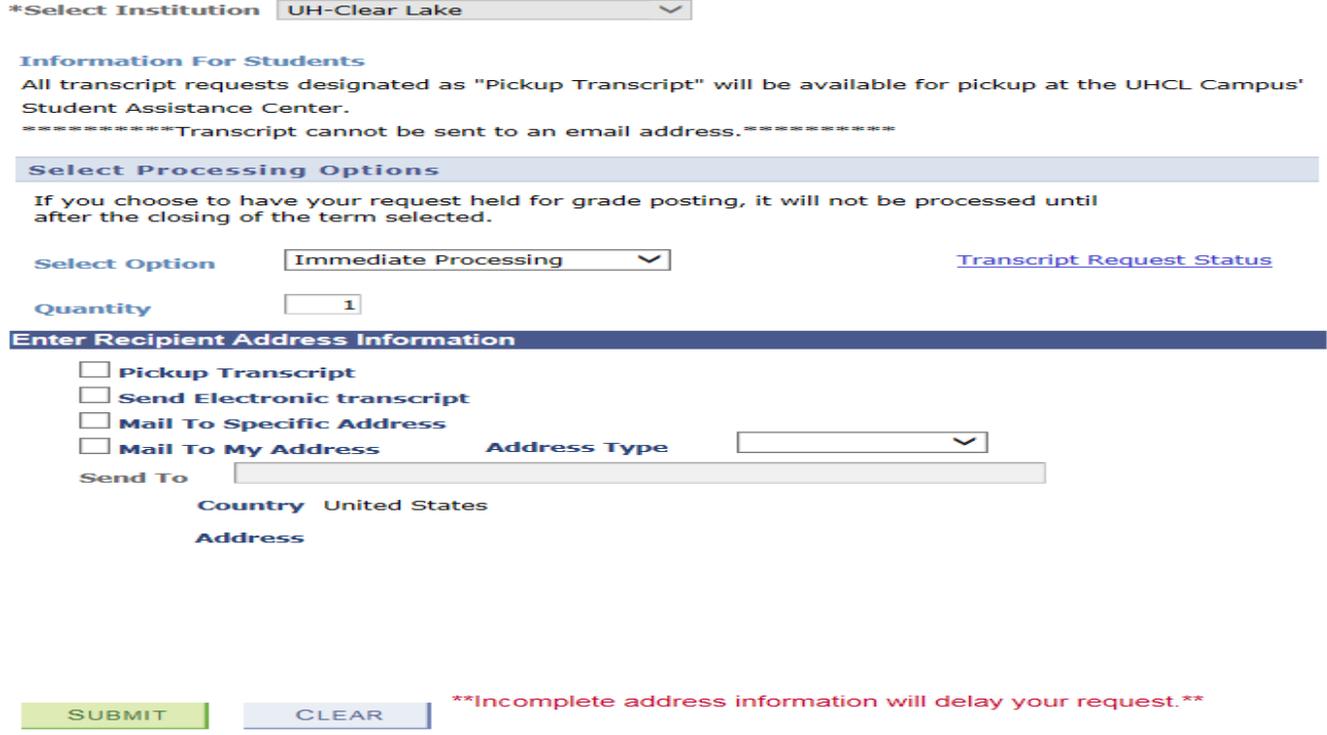


Request Official Transcript

Steps	Descriptions
1.	Access the UHCL E-Services page at www.uhcl.edu/eservices . Enter your UHCL network ID and password or your 7 digit ID and password.
2.	Click on the Academic Records tile 
3.	On the left side menu bar, select Request Official Transcript 
4.	Select the Processing Options: Immediate Processing or Grade Posting. Then enter the number of copies in Quantity box. Enter the recipient address information. Click on Submit.  <p>*Select Institution <input type="text" value="UH-Clear Lake"/></p> <p>Information For Students All transcript requests designated as "Pickup Transcript" will be available for pickup at the UHCL Campus' Student Assistance Center. *****Transcript cannot be sent to an email address.*****</p> <p>Select Processing Options</p> <p>If you choose to have your request held for grade posting, it will not be processed until after the closing of the term selected.</p> <p>Select Option <input type="text" value="Immediate Processing"/> Transcript Request Status</p> <p>Quantity <input type="text" value="1"/></p> <p>Enter Recipient Address Information</p> <p><input type="checkbox"/> Pickup Transcript <input type="checkbox"/> Send Electronic transcript <input type="checkbox"/> Mail To Specific Address <input type="checkbox"/> Mail To My Address Address Type <input type="text"/></p> <p>Send To <input type="text"/></p> <p>Country United States Address <input type="text"/></p> <p><input type="button" value="SUBMIT"/> <input type="button" value="CLEAR"/> **Incomplete address information will delay your request.**</p>

5.	<p>Once submitted, the system will generate a confirmation.</p> <p><u>Request Official Transcript</u></p> <hr/> <p>Transcript Request Confirmation</p> <p>Request # 004611816 Request Date: 02/07/2017 Official Transcript - Career</p> <p>Immediate Processing</p> <p>Quantity: 1</p> <p>Recipient Information</p> <p>Please print this confirmation from the browser Print button. If you have any questions regarding this request, please contact the Records Office.</p>
6.	<p>Click on  or  to return to the Home Page.</p>