

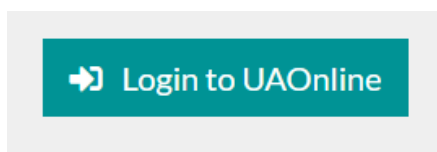
## Instructions for ordering an official transcript through UAOnline

If you plan to order a paper copy of your transcript through the Office of the Registrar and you have additional documents that need to be mailed with the transcript, please email the documents to [uaa.records@alaska.edu](mailto:uaa.records@alaska.edu) with your transcript request. If you send the documents after submitting your request, we may process the order and mail your transcript before we receive the additional documents.

To attach multiple documents to an electronic transcript, consolidate all documents to a single PDF file before uploading to your Parchment order.


### Step 1:

Go to UAOnline at <https://www.alaska.edu/uaonline/> using Firefox or Chrome. **Do not use Internet Explorer. Login using your UA username and password.**



### Need help logging in to UAOnline?

Click Login to UAOnline and then click Help with UA Username or Password (see arrow below). If you are unable to find your username and/or set your password, please call Information Technology Services at 907-786-4646.



UNIVERSITY  
*of* ALASKA  
*Many Traditions One Alaska*

  
  
 Don't Remember Login - No SSO  
  
[> Help with UA Username or Password](#)

# Instructions for ordering an official transcript through UAOnline

## Step 2:



### Student Services & Account Information

Apply for Admission, Register, View your academic records (Transcripts)



### Financial Aid

Check overall status of financial aid; review messages, outstanding re



### Employee Services

Time sheets, time off, benefits, leave or job data, paystubs, W2 and

At the welcome menu, click on **'Student Services & Account Information.'**

## Step 3:

person credit/debit card transactions.

### Important Dates and Deadlines

Links to campus dates and deadlines

### Admission

Apply for admission

Review existing applications, their status, and the status of supporting requirements

### Registration

Class Schedule Search

Check your registration eligibility

Register/add/drop classes

Select variable credits or grading modes

Display your class schedule

### DegreeWorks and Electronic Degree Audit

See what you need to graduate

Try a "what if" scenario to consider progress to other degrees

Run degree audit

See checklist of your accomplishments

### Official Transcript Request Service

### Student Records

Apply to Graduate (Anchorage, Mat-Su, Kenai, PWS, and Kodiak students only)

Academic transcript (unofficial)

Grades

Holds

View Test Scores

Transfer Credit Equivalency Report - How your courses transferred to your UA institution

### Enrollment Verifications

Free service for proof of enrollment through the National Student Clearinghouse

### Direct Deposit Services **Get Your Refunds Faster!**

**Before ordering a transcript, check your unofficial transcript in UAOnline to ensure grades and degrees earned are posted. We do not hold requests for pending grades and/or degree(s).**

To view your unofficial transcript in UAOnline, click **'Student Services & Account Information,'** then **'Student Records'** and finally, **'Academic Transcript.'**

Once you have checked your unofficial transcript for all grades and degrees earned, go back to **'Student Services & Account Information'** and select **'Official Transcript Request Service.'**

# Instructions for ordering an official transcript through UAOnline

## Step 4:

Click **'Order my transcript'** to begin the ordering process.

[RETURN TO STUDENT SERVICES MENU](#) | [SITE MAP](#) | [HELP](#)

[LOG OUT](#) to Help Protect Your Personal Information

## University of Alaska Official Transcript Request Service

Before ordering a transcript, check your unofficial transcript in UAOnline to ensure all information is posted. We do not hold requests for pending grades and/or degree(s). University of Alaska students do not need to send official transcripts to other campuses in the UA system. If you are asked to do so, please contact your local admissions office for assistance.

Electronically request official UA transcripts that can be delivered securely by email or by mail. Transcripts ordered from this system will include all coursework with the University of Alaska system. If you have taken courses at more than one campus, your transcript will reflect completed coursework from all locations.

A major credit card and active email address are required to use this system. If you do not have a major credit card or active email address, please contact your campus transcript office listed below.

**Pre 1992 Coursework:** Please note that if you completed ANY coursework at the University of Alaska prior to 1992, we cannot generate an electronic PDF transcript for you. All students with coursework prior to 1992 must order a paper transcript.

### Transcript Delivery Costs

**\$12** Official Electronic Transcript: the fastest delivery

Processed and delivered by the next business day. University of Alaska official transcript delivered by email in a secure electronic PDF.

**\$15**

Official Paper Transcript

Official University of Alaska paper transcript processed the next business day and sent by carrier of the student's choice (USPS or FedEx).

### Transcript Ordering Service

The University of Alaska has partnered with Parchment Exchange to provide secure delivery of electronic transcripts and ordering services for both electronic and paper transcripts. Follow this link to register or log in to the transcript ordering service.

[Order my transcript.](#)

By clicking on this link, you will be redirected to an external web site.



UAA Transcript Office  
Ph: (907) 786-1480  
uaa.records@alaska.edu



UAF Transcript Office  
Ph: (907) 474-6300  
uaf-registrar@alaska.edu



UAS Transcript Office  
Ph: (907) 786-0100  
uas.transcripts@alaska.edu

[Return to Student Services Menu](#)

## Step 5:

You may use the **SEARCH** feature or select the **'Send to Yourself, another individual, or third party'** link.

Home | My Account | Order Status | Support | Contact Us Shopping Cart: \$0 | Sign Out

**UNIVERSITY of ALASKA** **Transcript Ordering Service**

1. Login or Register **2. Select Documents** 3. Order Details 4. Provide Consent 5. Billing Info 6. Review Order

Where would you like your document(s) sent?

**The Search option is for the intended recipient.**  
**Do not enter University of Alaska.**

[Or Send to Yourself, Another Individual, or Third Party](#)

Parchment Ordering Service v2.9  
Copyright © 2006-2021 Parchment Inc. All Rights Reserved.  
[Privacy Policy](#), [Refund Policy](#)  
10:48am PST

## Step 6a (using SEARCH):

When using the **SEARCH** box, you can enter the name of the university or organization you want to receive your transcript. You will have an opportunity to confirm your choice from a list of In-Network organizations by clicking the green **SELECT** button to the right of the entry.

1. Login or Register **2. Select Documents** 3. Order Details 4. Provide Consent 5. Billing Info 6. Review Order

Where would you like your document(s) sent?

Start by searching for your destination:  
Institution Name, Acronym, Location, or Email

100 Matches Found:

INSTITUTION	LOCATION	
CASAA - Association of AA Program Directors (AAPD)	Watertown, MA, US	<input type="button" value="SELECT"/>
World Education Services - USA and Canada	Toronto, ON, CA	<input type="button" value="SELECT"/>

## Instructions for ordering an official transcript through UAOnline

If you do not see your desired recipient on the list of organizations, skip down to Step 6b.

### Step 7a (using SEARCH):

Parchment Exchange will automatically input the preferred format, delivery method, and address for In-Network Recipients.

Read through the **Product Description** and **Notes**. Confirm the **Destination** information. Then, select your **Primary Campus** and **Purpose for Request** in the **Ordering Options** section. You can add one document to be attached with your transcript at this time using the optional Attachment button.

Select **Continue** in the bottom right corner of the screen.

Baltimore, MD 21218-2680 [Switch to Mail Delivery](#)

[Continue](#)

Order Options

Primary Campus     
Select the campus at which you've completed a majority of your coursework and/or earned your most recent degree.

Delivery Mode

Purpose for Request \*

Attachment (Optional)  No file chosen

**Note:** Email Providers use filtering systems to reduce spam. Sometimes, they accidentally filter the email that you want them to receive. To make sure that your document emails are not filtered into "junk" or "bulk" folders, please verify that the recipient can receive email from Parchment (parchment.com).

[Add Another Item](#) Total \$12.00 [Continue](#)

Parchment Ordering Service v2.9

### Step 6b (for recipients that are not listed in the Parchment Exchange Network):

Select **Product Type** by clicking on **eTranscript** or **Paper Transcript – Mailed**.

UNIVERSITY of ALASKA **Transcript Ordering Service**

1. Login or Register 2. **Select Documents** 3. Order Details 4. Provide Consent 5. Payment 6. Review Order

Select Product Type

	<b>eTranscript</b> Order an official University of Alaska transcript in a secure certified PDF format. Please confirm that the recipient can receive an electronic transcript before ordering. To avoid potential problems...	\$12.00
	<b>Paper Transcript - Mailed</b> Order an official University of Alaska paper transcript. Requests are processed the next business day and mailed by the carrier of the student's choice (USPS or FedEx). Notes: Transcripts from...	\$15.00

Parchment Ordering Service v2.9

# Instructions for ordering an official transcript through UAOnline Step 7b (for recipients that are not listed in the Parchment Exchange Network):

## Read through the **Product Description** and **Notes**.

1. Login or Register   2. Select Documents   **3. Order Details**   4. Provide Consent   5. Payment   6. Review Order

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### Product Description

Order an official University of Alaska transcript in a secure certified PDF format. Please confirm that the recipient can receive an electronic transcript before ordering. To avoid potential problems with spam filters, please instruct the recipient(s) to allow emails from Parchment (parchment.com).

**Notes:**

- All coursework taken at any University of Alaska campus will appear on your transcript.
- Pre-1982 Coursework: If you completed any coursework prior to 1982, we cannot generate an electronic transcript. Please order a paper transcript.
- What does **primary campus** mean below? Select the campus at which you've completed a majority of your coursework and/or earned your most recent degree.
- Transcripts cannot be processed if there is a hold on your account. If you believe you have a hold, contact the Registrar's Office prior to placing your order.

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### Order Options

Primary Campus:     
Select the campus at which you've completed a majority of your coursework and/or earned your most recent degree.

Delivery Mode:

Recipient Name\*

\* Required

Email Address\*   
Enter the recipient's email address for delivery

Attachment (Optional):  No file selected.  
Please Note: University of Alaska staff does not have access to update or review any attachments sent. All attachments are automatically sent as uploaded.

Purpose for Transcript (Optional):

Note: Email Providers use filtering systems to reduce spam. Sometimes, they accidentally filter the email that you want them to receive. To make sure that your document emails are not filtered into "junk" or "bulk" folders, please instruct the recipient that the recipient can receive email from Parchment (parchment.com).

Select your **Primary Campus**, confirm your **Delivery Mode**, enter the **Recipient Name** and **Recipient Address** (email or mailing), and select your **Purpose for Request** in the **Ordering Options** section.

**Be sure to enter email or mailing addresses correctly. Your transcript will be emailed/mailed to the exact address you provide.**

You can add one document to be attached with your transcript at this time using the optional Attachment button.

Select **Continue** in the bottom right corner of the screen.

## Step 8:

1. Login or Register   2. Select Documents   **3. Order Details**   4. Provide Consent   5. Payment   6. Review Order

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### Your Shopping Cart Contents

Total Items: 1 Amount: \$12.00

Qty.	Document Name	Unit	Total	
1	eTranscript	\$12.00	\$12.00	<input type="button" value="Remove"/>

Primary Campus - UAA  
Delivery Mode - Electronic  
Recipient Name - [REDACTED]  
Email Address - [REDACTED]  
Document Date - 07/06/2017 14:44:19

Sub-Total: \$12.00

Review your order information for accuracy. Then, click **'Checkout.'**

## Instructions for ordering an official transcript through UAOnline

### Step 9:

You will be prompted to provide consent by clicking the **Next** button in the bottom right corner

### Step 10:

**Confirm** your billing address and payment information. Update your billing address, if necessary, by clicking on the Change Billing Address button.

### Step 11:

Be sure to click **Confirm** at the very end to submit your order for processing.

If you have any questions about your transcript request, please email [uaa.records@alaska.edu](mailto:uaa.records@alaska.edu) or call 907-786-1480 (option 5).

# Thank you for ordering your transcript online!