

This quick reference guide (QRG) provides instructions on how to request your official transcript in Workday.

To request an official transcript, complete the following steps.

REQUEST OFFICIAL TRANSCRIPT

From the Workday Home page:

1. Type and select 'Request Official Transcript' in the search bar.

The *Request Official Transcript* screen displays.

2. If you have attended more than one University of Arkansas institution, select the institution for which you wish to request an official transcript from the **Institution** dropdown list. If you have only attended one University of Arkansas institution, the field should automatically populate for you.



Note: If you have attended the same institution as an undergraduate and graduate student, you may send your transcript for either level or both. To do so, check **Select Transcript Records** and then select which record or records to send from the **Transcript Records** field.

Select Transcript Records

3. Optional – Select a **Hold Option**.



Note: A hold option will delay your transcript until the selected option is completed. For example, if you need your final grades from the current semester on your transcript you can select **Final Grade** from the dropdown list and Workday will wait until your final grades are added before processing your transcript request.

4. Select the **Delivery Method** from the dropdown list.

Official Delivery (Electronic)
 Official Delivery (Paper) - Regular Mail
 Official Delivery (PDF)
 Official Pick up

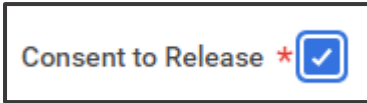
5. Enter the **Number of Transcripts** needed.

Number of Transcripts * 1

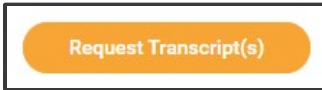
6. Enter the **Name or Organization** the requested transcript is for under Recipient Address.

Name or Organization * My Employer

- 7. Enter the **Address** of the recipient.
- 8. Enter the **Email Address** of the recipient.
- 9. Check **Consent to Release**.



- 10. Click **Request Transcript(s)**.



Note: If you have attended multiple University of Arkansas institutions and need official transcripts from each of them, you will need to submit an official request for each transcript.