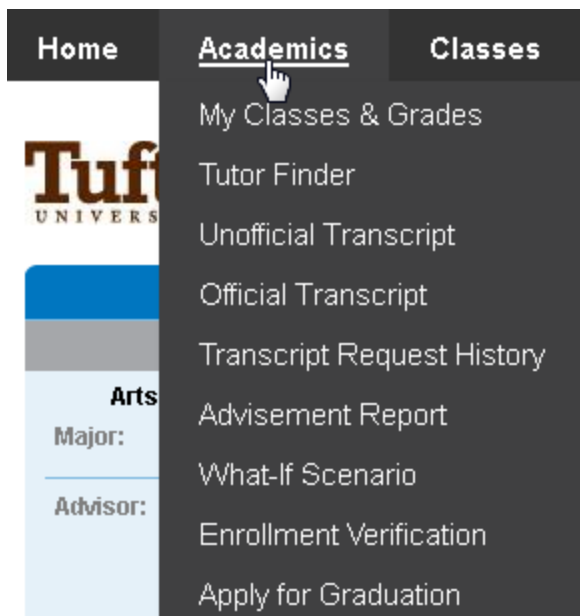# Transcripts and Graduation

Using the Academics tab at the top of your SIS homepage, you can:

- view your Unofficial Transcript
- request a copy of your Official Transcript
- review your Transcript Request History
- Apply for Graduation

View Your Unofficial Transcript

Your Unofficial Transcript cannot be used for official purposes, however it can be a valuable tool for reference as it lists your class history, credits, and grades.

To view your Unofficial Transcript, click the Academics tab at the top of your SIS homepage and select "Unofficial Transcript." The View Unofficial Transcript page will appear.

Select the appropriate unofficial transcript option from the Report Type drop-down list based on your school and/or program. Then click View Report.

Your Unofficial Transcript will appear as a PDF in a new window or tab.

Request a Copy of Your Official Transcript

To request a copy of your Official Transcript, click the Academics tab at the top of your SIS homepage and select "Official Transcript." The Request Official Transcript page will appear.

In the Select Request field, select either "Request Institution to Mail" or "Hold for pick-up – Stdnt Srvs."

Request Official Transcript

Select Request: Request Institution to Mail
Requested Print Date 07/15/201
Select Institution: Tufts University
Academic Career: AS&E Undergrad

Information For Students
Official transcripts are available to students, alumni, and former student in good academic standing with the University. Processing time is approximately 24 hours. For inquiries regarding Official transcripts, please contact the Registrar.

Select your Academic Career from the drop-down.

Select Processing Options
If you choose to have your request held for grade posting or degree conferral, it will not be processed until the date shown.

Select Option: Immediate Processing

Quantity: 1

Enter the number of Official Transcripts you wish to request.

If you are a current student, you may wish to request your Official Transcript for a future date. To do that, select either "Degree Confer Date" or "Grade Posting." For either option, you will then need to select the appropriate Term.

Enter Recipient Address Information

☐ Send To My Address

Send To:

Country:

Address: Edit Address

If you would like the Transcript mailed to your address (already in SIS), select the Send To My Address checkbox.

If you would like the Transcript sent somewhere other than your address, enter the name of the recipient, then click the Edit Address link. The Edit Address page will appear (see below).

Incomplete address information will delay your request.

Note: If you selected the "Hold for pick-up – Stdnt Srvs" option, the Enter Recipient Address information section will state "**ISSUED TO STUDENT**."

[SUBMIT]   [CLEAR]

When you have finished entering all necessary information, click Submit to request your official Transcript. The Transcript Request Confirmation page will appear.

Edit Address Page
Enter the recipient's address in the appropriate fields in the Edit Address page. Then click OK. The Request Official Transcript page will reappear.

Request Official Transcript
Transcript Request Confirmation

Request # 000001282   Request Date: 07/15/2013 A-OFF

Immediate Processing

Please print this confirmation from the browser Print button. If you have any questions regarding this request, please contact the Records Office.

Quantity: 1

Recipient Information

Send To

[REQUEST ANOTHER TRANSCRIPT]

Edit Address

Country: United States   Change Country
Address 1:
Address 2:
Address 3:
City: State: Postal:
County:

[OK] [Cancel]

Transcript Request History

To view any past Official Transcript Requests click the Academics tab at the top of your SIS Home Page and select the "Transcript Request History" option.

The Previous Requests page will appear. Here you can view the dates, status, and recipients of any past Official Transcript requests.

View Official Transcript Request

Previous Requests

All Prior Transcript Requests are displayed in the following list. The list includes all unprocessed requests and any processsed requests of the previous 24 months but not prior to August 19th 2013 before iSIS went live.

Find | View All | 🗗   First ◀ 1-4 of 4 ▶ Last

Report Request Nbr	Request Date	Transcript Status	Description	Send To	Send To Address	Number of Copies
000001282	07/15/2013	On Request	AS&E Official Transcript			1
000001281	07/15/2013	On Request	AS&E Official Transcript		United States	1
000001279	07/12/2013	On Request	AS&E Official Transcript			1
000001241	07/10/2013	On Request	Vet Prof and Grad Official			1

RETURN

Apply For Graduation

To apply for graduation, click the Academics tab at the top of your SIS Home Page and select the "Apply for Graduation" option. The Apply for Graduation – Submit an Application for Graduation page will appear.

Apply for Graduation

Submit an Application for Graduation

Click on the Apply for Graduation link to proceed with your application. If the link is not visible you may not be eligible for graduation at this time. Please see your Academic Advisor for more information.

Program: College of Liberal Arts

Tufts University | AS&E Undergrad

Degree: Bachelor of Arts
   Major: Cognitive Brain Science (BA)
Major: Community Health

Apply for Graduation

> Click Apply for Graduation. The Apply for Graduation – Select Graduation Term page will appear.
>
> Note: if you have already applied for graduation, this link will read, "View Graduation Status."

Apply for Graduation

Select Graduation Term

The academic program listed below was selected to apply for graduation. If this is not correct, return to the previous page and select a different academic program.

Select a valid term to apply for graduation by selecting a value from the dropdown. Only terms in which you are able to apply for graduation will be displayed.

Program: College of Liberal Arts

Tufts University | AS&E Undergrad

Degree: Bachelor of Arts
   Major: Cognitive Brain Science (BA)
Major: Community Health
Expected Graduation Term   select term ...

Fall Term 2013
Spring Term 2014
select term ...

SELECT DIFFERENT PROGRAM   CONTINUE

> Select your expected graduation term from the drop-down menu and click Continue. The Verify Graduation Data page will appear.

Apply for Graduation
Verify Graduation Data

Program: College of Liberal Arts

Tufts University | AS&E Undergrad

Degree: Bachelor of Arts
   Major: Cognitive Brain Science (BA)
Major: Community Health
Expected Graduation Term   Spring Term 2014

SELECT DIFFERENT PROGRAM   SUBMIT APPLICATION

SELECT DIFFERENT TERM

> Review the information on the Verify Graduation Data page. To make changes, click either Select Different Program or Select Different Term. If all information is correct, click Submit Application. The Submit Confirmation Page will appear.

Apply for Graduation
Submit Confirmation

✔ You have successfully applied for graduation.

After applying for graduation, you can return to update your name as it will appear on your diploma and, as applicable, the address to which you would like your diploma mailed. To do that, from the Apply for Graduation – Submit an Application for Graduation page, click on the View Graduation Status link. The Graduation status page will appear.

Graduation Status

Program: College of Liberal Arts

Tufts University | AS&E Undergrad

Degree: Bachelor of Arts   Status: Applied for Graduation
   Major: Cognitive Brain Science (BA)   Expected Graduation Term: Fall
Major: Community Health   Term 2013

Student Information

For those graduating in May, your diploma will be presented at the commencement ceremony.

For May graduates not attending the ceremony or graduates at other times of the year, your diploma will be mailed to your Diploma or Home address specified here.
Update your Diploma Name

Sarah V. Diaz
Diploma

1169 Fellsway
Malden, MA 02148
United States

> Click the Update your Diploma Name link to edit your name as it will appear on your diploma.

> To update the address to which you would like your diploma mailed, click the Diploma link.

Update Diploma Name

After clicking on the Update your Diploma Name link, the Add a New Name page will appear. Complete all applicable filed and click save. A Save Confirmation page will appear.

Update Diploma Address

After clicking on the Diploma link, The Address page will appear. For the address labeled "DIPL" (for diploma), click the edit button. The Edit Address page will appear. Enter all necessary data and then click OK. A Verify your address details box may appear indicating that your address as entered is incorrect or incomplete. Review the box and select either Use Suggested address, or use address as entered.

The Change Address page will appear. Review details. If the information displayed is accurate, click Save. A Save confirmation page will appear.