

Requesting your ASU transcript: a step-by-step guide

How to order your official ASU transcript

College application season is here! If you've taken ASU courses through Accelerate ASU, some colleges may ask for an official transcript. Follow the steps below to make sure your hard work shows up on your college applications.

1

Step

Make sure your course is on your ASU transcript

Before you order a transcript, you must add your completed course to your ASU transcript.

- Log in to your ULC dashboard
- Find your completed course(s)
- Click "**Add to transcript**" if it's not already listed



Need help?

Use the [credit conversion guide \(PDF\)](#)

Courses must be transcribed within one year of completion.

2

Step

Request your transcript

You can order an **unofficial (free)** or **official (\$15)** transcript directly from ASU.

Here's how:

- Log in at my.asu.edu
- Click "**Grades & Transcripts**" in the My Classes box
- Select "**Transcripts & Test Scores**"

Choose:

- **Unofficial transcript** to download a free copy
- **Official transcript** to send to a college or university



Make sure your browser allows pop-ups—your transcript will open in a new window.

ASU Arizona State University

Accelerate ASU

accelerate.asu.edu



Support is available

If you have any questions, we're here to help.

Email: ulcourses@asu.edu

Call: 844-691-2241

(Monday–Friday, 7 a.m. – 6 p.m. MST)

Chat: welcome.ea.asu.edu