

Downloading an Unofficial Rutgers Transcript

1. Open the “Academics” tab in your my.rutgers portal
2. At the bottom of the “Grade” module, where you can view your term grades, you should see in smaller gray letters “Your Full Transcript is also online.”
3. Click “Full Transcript.” You’ll be taken to a new screen where you should check off “Full Transcript” and “Yes, I want my name to display on Full Transcript Screen.” Click “Submit.”
4. You’ll be taken to your unofficial student transcript. Open the “Print” dialogue as if you were going to print the transcript, but instead of sending the document to a printer, change the “Destination” to the option called “Save as PDF.”
5. Save the document as your last name.transcript (e.g. smith.transcript.pdf) and upload it into the application portal.