How to Request a Free Transcript Online
Updated August 2013

1. Log into Banner Self-Service from the FSU Homepage (http://www.uncfsu.edu/)
2. Select “Current Students”, and then “Banner Log In”
3. If you are an Alumni and do not know your Banner ID, go to the FSU Homepage, select Alumni and then scroll to the bottom of the page and select “Look up your new Banner ID”. Fill in the form and follow the prompts.
4. After you have logged on, you will be on the Welcome Page
   - Click on Student and Financial Aid
   - Click on Student Records
   - Click on “Request Printed Transcript”
5. Follow the directions below:

Select a mailing address
INSTRUCTIONS
If you want your transcript sent to a third party, such as another university or your place of employment:
- In the “Issue to” block, enter the name of the person/institution where you want your transcript sent (for example, Fayetteville State University, Bell Labs, FBI, etc) and click continue

If you are sending the transcript to yourself:
- Enter your name in the “Issue To:” block and click continue

Select Transcript Type
INSTRUCTIONS
- In the “Transcript Type” block, select “Official”
- In the Course Level Block, select the level that you want (undergraduate, graduate or doctoral)
- Select all, if you want all levels that you attended FSU to show on one transcript.
- Check that the address information is correct where you want your transcript sent (If you are sending your transcript to yourself, enter or correct your address information here)
- **Critical Step: On the “Second Address Line”, enter the name of the person or department that you want your transcript sent (for example, the Office of the Registrar, the Office of Graduate Admissions, Office of Personnel etc). If you do not enter a specific department, we cannot guarantee that your transcript will arrive to its destination.
- Click continue

CONTINUED ON REVERSE
Transcript Request Information
INSTRUCTIONS
- Enter the number of copies you want sent (maximum of 2 per day)
- Click “Yes” for official transcript
- Select an “In Progress Cut-Off Term” if you are currently enrolled in classes and want them to show on the transcript (they will appear as “In Progress” on your transcript)
- Select “Standard Mail” as your delivery method. *If you leave this at “NONE” your transcript will not print.*
- Click continue

Transcript Request Confirmation
INSTRUCTIONS
- Review the information that you entered
- Please ensure that all information is correct
- If correct, click “submit request”