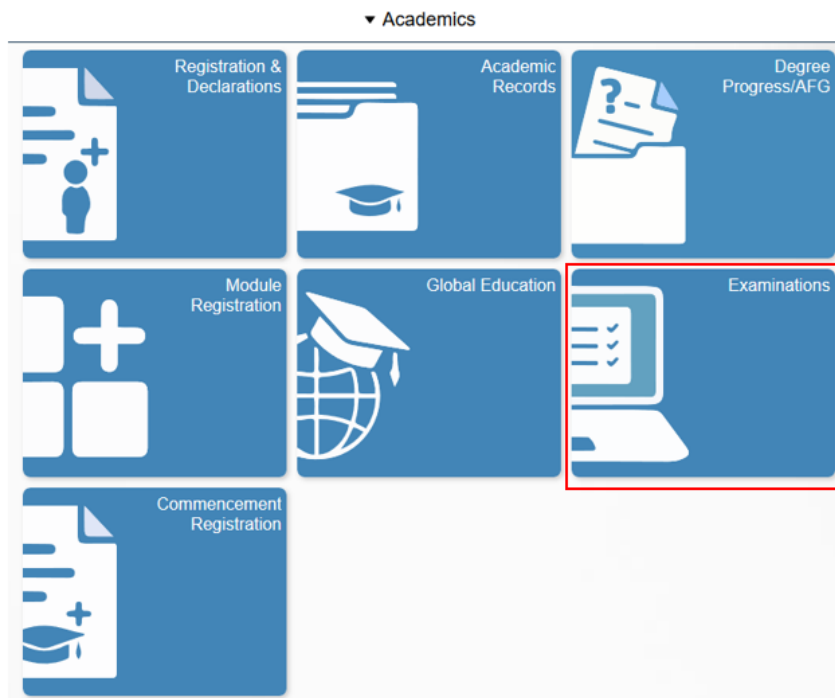
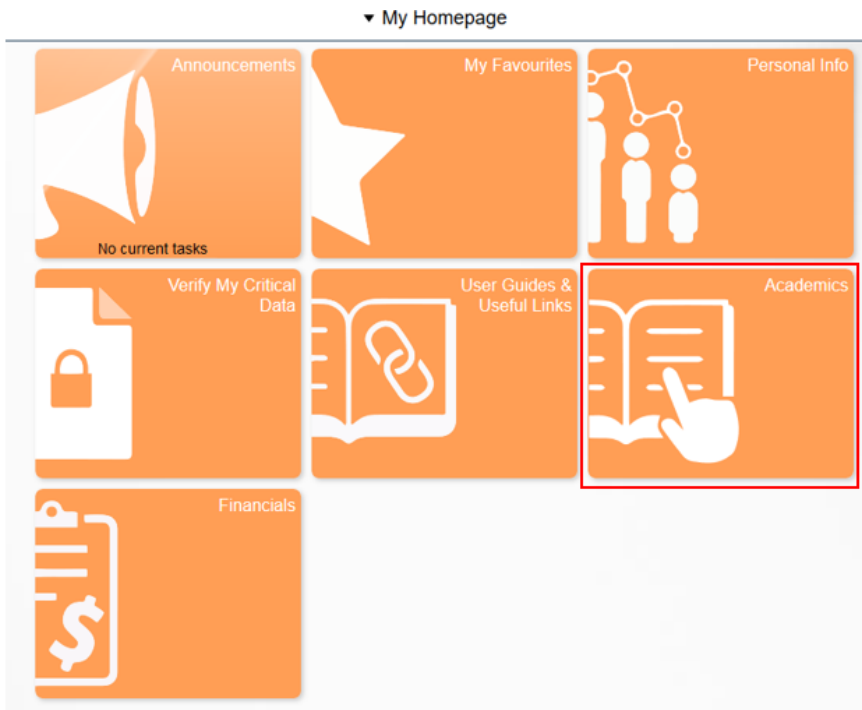


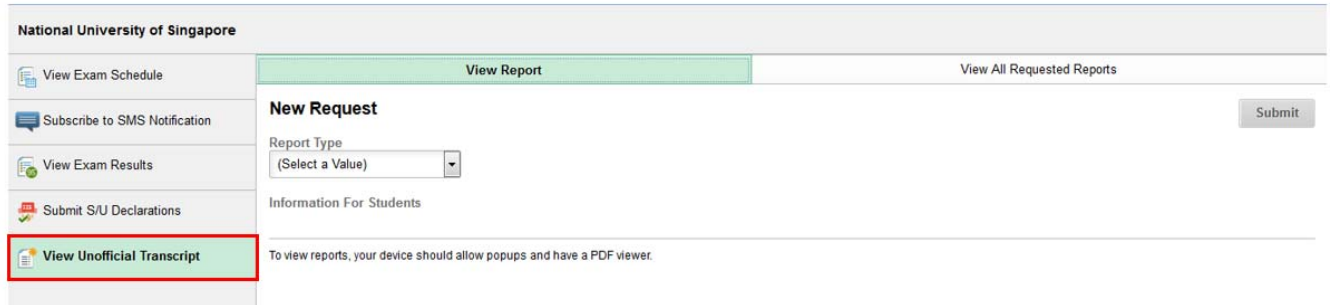
# User Guide for Students: View Unofficial Transcript

(Updated as at 19 Feb 2019)

1. Navigate to **My Homepage > Academics > Examinations**.

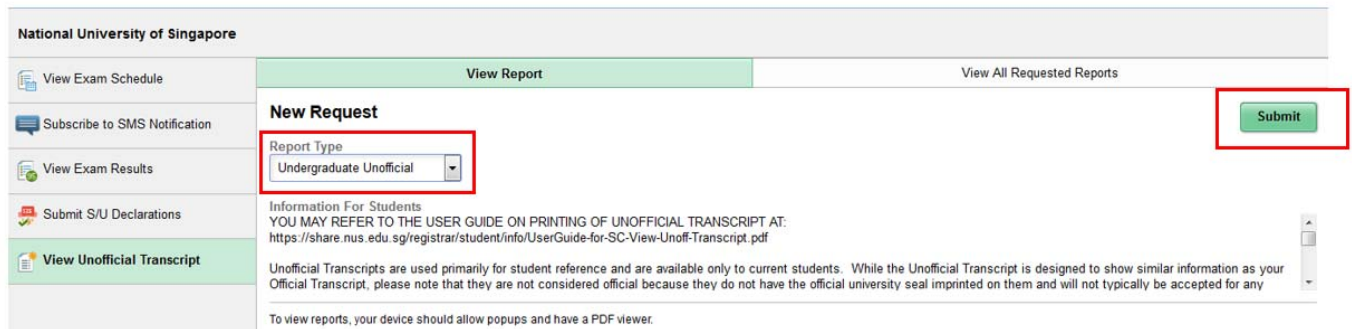


2. Click on 'View Unofficial Transcript' from the side menu.



3. If you wish to generate a new unofficial transcript report, select the appropriate Transcript Type (see explanations below) and click 'Submit'. Note that the process will take some time.

- CDP Unofficial – For students under the Concurrent Degree Program
- Duke Unofficial – For students under the Duke-NUS Graduate Medical School
- Graduate Unofficial – For Graduate Diploma/Masters/PhD students
- Non-graduating Unofficial – For Exchange/Non-Exchange students
- Undergrad Dentistry Unofficial – For BDS students
- Undergrad Medicine Unofficial – For MBBS students
- Undergraduate Unofficial – For Bachelor's degree students



4. Once the request process is completed, a pdf copy of the unofficial transcript will open in a pop-up window.

**NOTE:** Please note that the examination results of the most current semester can only be printed on the transcript from the 20th calendar day from the day of results release (i.e. when the University has finalized all appeals for review of examination results).

Academics View Unofficial Transcript

National University of Singapore

View Exam Schedule View Report

Subscribe to SMS Notification

View Exam Results

Submit S/U Declarations

**View Unofficial Transcript**

**Previous Requests**

	Request Date	Request Number
<input type="checkbox"/>	02/10/2018	937557
<input type="checkbox"/>	02/10/2018	937556
<input type="checkbox"/>	24/09/2018	937553
<input type="checkbox"/>	24/09/2018	937552
<input type="checkbox"/>	16/03/2018	923981
<input type="checkbox"/>	16/08/2017	849140

Opening N\_SR\_TSRPT.pdf

You have chosen to open:

**N\_SR\_TSRPT.pdf**  
 which is: Adobe Acrobat Document  
 from: https://cssit.nus.edu.sg

What should Firefox do with this file?

Open with Adobe Acrobat DC (default)

Save File

Do this automatically for files like this from now on.

5. If you wish to view a transcript report generated earlier, click on the **‘View All Requested Reports’** tab at the background of the page. You can then tick any of the boxes to select the reports, and click **‘View Report’**. A new window will be open to show a pdf copy of the previously generated unofficial transcript.

View Exam Schedule View Report View All Requested Reports

Subscribe to SMS Notification

View Exam Results

Submit S/U Declarations

**View Unofficial Transcript**

**Previous Requests** View Report

	Request Date	Request Number	Description
<input type="checkbox"/>	02/10/2018	937557	Undergraduate Unofficial
<input checked="" type="checkbox"/>	02/10/2018	937556	Undergraduate Unofficial
<input type="checkbox"/>	24/09/2018	937553	Undergraduate Unofficial
<input type="checkbox"/>	24/09/2018	937552	Undergraduate Unofficial
<input type="checkbox"/>	16/03/2018	923981	Undergraduate Unofficial
<input type="checkbox"/>	16/08/2017	849140	Undergraduate Unofficial

## 6. Important Notes

(a) Please remember to disable '**Pop-up Blocker**' before processing the request.

(b) Common reasons for not being able to view the transcript report:

- Student being assigned administrative '**Hold**' which forbids viewing of transcript (e.g. owe tuition fees/hostel fees/library fine).
- The wrong **Transcript Report Type** was selected (Graduating Bachelor's degree student selected the 'Graduate Unofficial' report type).
- No **Adobe Reader** installed in the computer/laptop being used.
- Some of the working students who tried to access the unofficial transcript were blocked by the **firewall** configured by their organizations.
- Non-English language is set up as browser's primary language.