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.

National University of Singapore					
View Exam Schedule	View Report	View All Requested Reports			
Subscribe to SMS Notification	New Request	Submit			
Fo View Exam Results	(Select a Value)				
Submit S/U Declarations	Information For Students				
View Unofficial Transcript	To view reports, your device should allow popups and have a PDF viewer.				

- 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

National University of Singapore			
View Exam Schedule	View Report View All Requested Reports		
Subscribe to SMS Notification	New Request	Submit	
To View Exam Results	Report Type Undergraduate Unofficial		
👼 Submit S/U Declarations	Information For Students YOU MAY REFER TO THE USER GUIDE ON PRINTING OF UNOFFICIAL TRANSCRI https://bare.nus.edu.es/repistra/student/nfo/UserGuide-for-SC-View-Unoff-Transcript	PT AT:	
View Unofficial Transcript	Unofficial Transcripts are used primarily for student reference and are available only to Official Transcript, please note that they are not considered official because they do no	current students. While the Unofficial Transcript is designed to show similar information as your thave the official university seal imprinted on them and will not typically be accepted for any	
	To view reports, your device should allow popups and have a PDF viewer.		

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 <u>most current semester</u> can only be printed on the transcript <u>from the 20th calendar day from the day of results release</u> (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	Previous Requests					
🕞 View Exam Results		Request Date 🗘	Request Number 🗘			
Submit S/U Declarations		02/10/2018	937557			
		02/10/2018	937556			
View Unofficial Transcript		24/09/2018	937553			
		24/09/2018	937552			
		16/03/2018	923981			
		16/08/2017	849140			
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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	Previous Requests					View Report	Delete	
E View Exam Results		Request Date \diamond	Request Number \diamondsuit		Description \diamond			
		02/10/2018	937557		Undergraduate Unofficial			
Submit S/U Declarations	V	02/10/2018	937556		Undergraduate Unofficial			
Tiew Unofficial Transcript		24/09/2018	937553		Undergraduate Unofficial			
		24/09/2018	937552		Undergraduate Unofficial			
		16/03/2018	923981		Undergraduate Unofficial			
		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.