

## ONE.UF: HOW TO ORDER AN OFFICIAL TRANSCRIPT

This instruction guide will walk you through the process a student goes through to generate a PDF unofficial transcript.

### NAVIGATION

Students will use the following navigation to log into ONE.UF:

1. Go to <https://one/uf.edu>.
2. Click **LOG IN**.
3. Click **Log in with GatorLink**.
4. Enter GatorLink Username and Password.
5. Click the **LOG IN** button.
6. Click **Transcripts**.
7. Click **Order a Transcript**.

OR go directly to: <https://one.uf.edu/about/transcriptorder>.

### COSTS

Transcripts are **\$12.00 each** for students who have not been registered at UF for two or more terms and **\$6.00** for currently enrolled students.

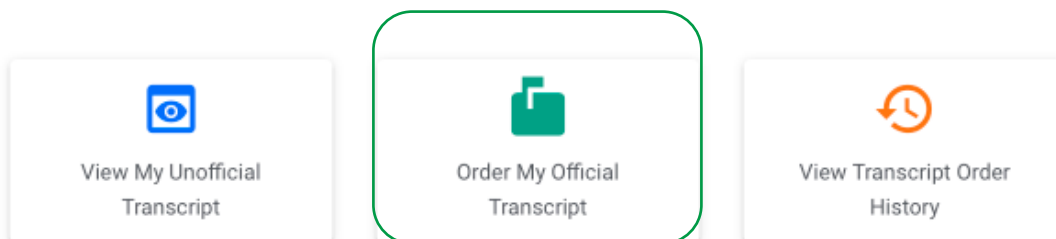
For Frequently Asked Questions, click [here](#).

### PROCESS

Students will use the following steps to order an Official Transcript.

1. Read the transcript ordering instructions, and scroll to the bottom of the page then click **Order My Official Transcript**.

### Transcripts FAQ



**NOTE:** Prior to ordering an Official Transcript, please view the [Unofficial Transcript](#) to review information such as courses, grades, degrees, etc. Click [View Transcript Order History](#) to review previous orders.

## 2. Read the agreement and click **I AGREE**:

The screenshot shows a five-step process for ordering an official transcript. Step 1, 'Disclaimer Agreement', is highlighted with a blue circle and a red box around the 'I AGREE' button. The other steps are 'Enter Request', 'Cart', 'Checkout', and 'Order Complete'. Below the progress bar, the 'Agreement' section contains the following text:

**Agreement**

Transcripts cost \$6.00 each. **Payment is nonrefundable.**

Payment options are:

- Online with credit card
- Mail with check
- In-person with check or money order

**Need to attach a required form, provide an expedited shipping label or request an apostille/notarization?** To attach a document, use an expedited shipping label, or request apostille/other authentication for your order, please use the Special Handling "add" option before checkout. This will alert our office to your need for special handling and allow you to upload your documentation electronically. If you have any questions or experience trouble with the upload, please call the Registrar's Office at 352-392-1374.

Academic units at the University of Florida have access to your UF transcript. You do not need to order an official transcript when applying to an additional UF program.

**I AGREE** CANCEL

- ## 3. Enter a valid phone number, enter a valid email address, select an address type, and then click **CONTINUE**.
- Select from options presented OR manually enter an address with *Other Address*.
  - If you would like more than one (1) copy, change *Number of Copies* (maximum 10).
  - Need special handling for your transcript? Attach forms and documents, request expedited shipping, or request an apostille certificate of authentication on the next step.

***NOTE:*** If you would like to pick up your transcript in person, you may do so by selecting the “Issue in Person” option in the transcript ordering system. Your request will be ready for pickup up to **10 business days** after placing your order, excluding state and federal holidays. We will contact you when your order is ready for pickup. Once you are contacted, your transcript will be held for pickup for 5 business days, after which it will be mailed to your permanent home address.

4. Verify information on this screen and correct if necessary.
  - a. Under *Special Handling*, click **+ ADD** if you need to add a Transcript Form, Expedited Shipping label (such as UPS or FedEx), or other documents with your transcript.
  - b. You may also add additional transcripts sent to different addresses on this screen.

#### SCREENSHOT

5. When finished editing the order, click **CHECKOUT**.
  - a. Current students: Current students have the option of charging to their Student Account
    - i. If this is selected, click **PLACE YOUR ORDER** to finalize your order (skip to step 8)
  - b. Non-current students: Current students may, and non-current students must go through CashNet, UF’s external vendor.
    - ii. If this is selected, click **CONTINUE**

#### SCREENSHOT OF BOTTOM OF SCREEN

6. Follow the steps on CashNet’s external site.

Screenshot of Cashnet?

7. Your order is finalized once you return to ONE.UF.
8. Make note of your order number.

Order My Official Transcript

✓ Disclaimer Agreement   
 ✓ Enter Request   
 ✓ Cart   
 ✓ Checkout   
 5 Order Complete

✓ Your order is complete. Please print (or screen shot) this page for your records.

Order placed: [redacted]   
 Order total: \$6.00   
 Order #: [redacted]

Agency or Person	Address	Quantity	Delivery Method	Price	Special Handling ⓘ
Gator Albert	1234 Swamp Road Apartment 1 Gainesville, FL 32608	1	First Class Mail	\$6.00	-

Contact Information

Phone Number [redacted]  
Email [redacted]

Please review the Order Status screen for further details on your transcript's status

10. You can review the statue of your order at <https://one.uf.edu/transcriptorder/orderhistory>
  - a. Once your order status changes from **Processing** to **Completed**, your transcript has been printed and mailed.

Transcript Orders

Order placed: [redacted]   
 Order total: \$6.00   
 Order #: [redacted]   
 Payment status: Paid in Full

**Processing**

Agency or Person	Address	Quantity	Delivery Method	Price	Comments	Process Date	Special Handling ⓘ	Status
Gator Albert	1234 Swamp Road Apartment 1 Gainesville, FL 32608	1	First Class Mail	\$6.00	-	11/5/2019	-	Processing