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](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](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.

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:

Order My Official Transcript

Disclaimer Agreement Enter Request Cart Checkout Order Complete

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.
   a. Select from options presented OR manually enter an address with Other Address.
   b. If you would like more than one (1) copy, change Number of Copies (maximum 10).
   c. 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.
7. Your order is finalized once you return to ONE.UF.
8. Make note of your order number.

10. You can review the status of your order at [https://one.uf.edu/transcriptorder/orderhistory](https://one.uf.edu/transcriptorder/orderhistory)
   a. Once your order status changes from Processing to Completed, your transcript has been printed and mailed.