

ONE.UF: HOW TO ORDER AN OFFICIAL TRANSCRIPT

NAVIGATION

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

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

OR

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**.

COSTS

Transcripts cost **\$10.00** each. Payments are nonrefundable.

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.

PROCESS

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

1. Click **Order My Official Transcript**.
2. Follow on-screen prompts from the Student Clearing House site.
3. For additional help, go to the National Student Clearinghouse troubleshooting page: <https://nshelpcenter.force.com/student/s/transcripts>

