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
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://nschelpcenter.force.com/student/s/transcripts