

# How to Request UCC Transcripts Current Students

[www.umpqua.edu](http://www.umpqua.edu) [Student Self Service](#)

## Main Menu

- Click **Student**

## Student

- Click *Official Academic Transcript*

## Transcript Ordering Center

- Click **Order Transcript(s)**

## Enter Information

- *Fill in relevant information*
  - *Personal Information*
  - *Contact Information*
  - *Recipient- Where the transcript is being sent*
  - *Processing Details*
  - *Delivery Information*
  - *Recipient Delivery Information*
  - *Add Recipient or Checkout*
  - *Consent Form*
  - *Payment Details*
  - *Receipt*

Need help? Call Registration, 541.440.4604