

Online Transcript Request User Manual

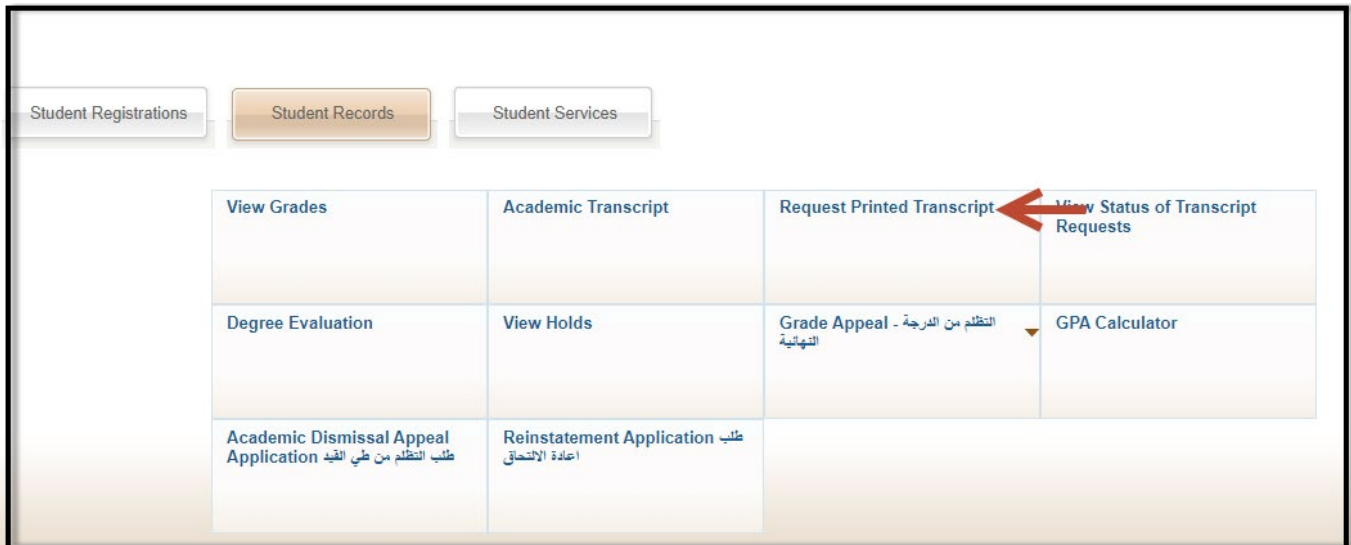
Prepared by,
Banner Team

Dear Student,

In accordance with Qatar University continuous improvement of registration services, online transcript requests have been activated through Banner Self Service. Students can request an official transcript and monitor the request status until s/he receives it which saves student time and effort.

1 Request official Transcript

Click on the link **Request Printed Transcript** under **Student Records** menu



There are four fields for sending the official transcript that a student must fill one of them as it is shown below. According to registration procedure, the student must come in person to Registration and Admission Building. Therefore, insert the word **Student** in the field **Issue to:** as it is indicated below and then click on **Continue** button.

The screenshot shows the 'Transcript Request Address' form. At the top, there is a breadcrumb trail: Home > Student Registrations and Records > Student Records > Request Printed Transcript. Below this is a message: 'Select an address where your transcript should be delivered using the following address designations: an external college code, one of your personal addresses, an or business.' The form contains the following fields:

- External College Code: [input field] [Look Up College Code](#)
- One of Your Addresses: [dropdown menu with 'None' selected]
- Internal College: [dropdown menu with 'None' selected]
- Issue to: [input field containing 'Student', with a red arrow pointing to it from the left]
- [Continue button, with a red arrow pointing to it from the left]

At the bottom, there is a section for 'View Holds' with a radio button selected for 'Academic Transcript'. The footer of the page reads 'RELEASE: 8.4'.

Select transcript type in the **Transcript Type** field as shown below and the click on **Continue** button in the bottom of the page.

Select Transcript Type

Home > Select Transcript Type

Please select a transcript type. If necessary, you may update or alter the address information.

* indicates required field

Transcript Type: *

Issued To:

Street Line 1:

Street Line 2:

Street Line 3:

City:

| Type | Description |
|-------------------------|--|
| Out of State Transcript | The printed transcript will be outside State of Qatar and bear notarized stamp for Ministry of Foreign Affairs |
| In State Transcript | The printed transcript will be inside State of Qatar for public and private sector |

Determine number of copies as shown below. Student will be charged per copy and the charges will be posted on the student account. The reset of field should be left as it is shown below and then click on **Continue** button in the bottom of the page.

Transcript Request Options

Home > Transcript Request Options

Number of Copies (Up to 999):

Official Transcript: Yes No

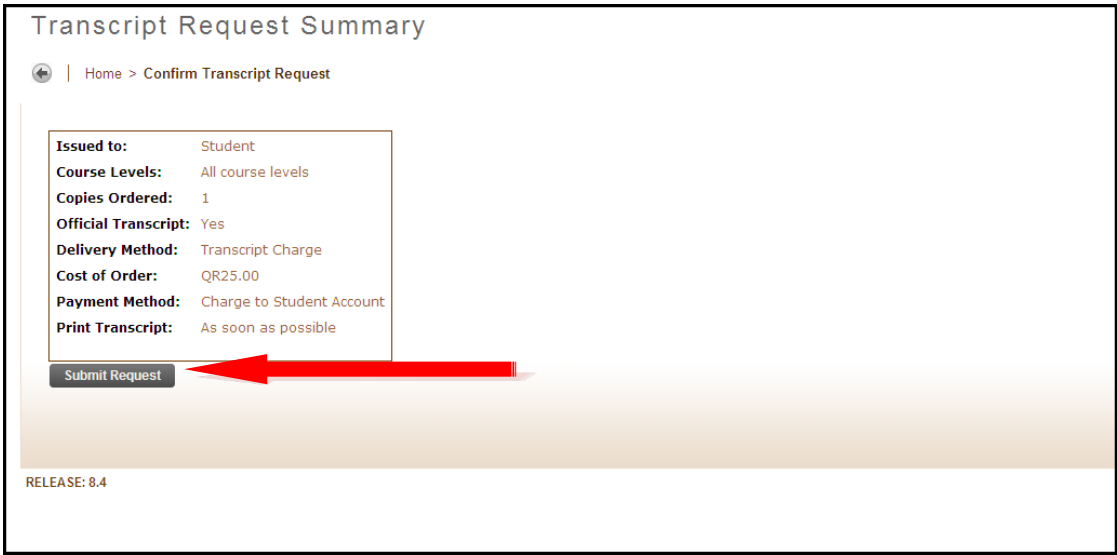
In Progress Cut-off Term:

Delivery Method:

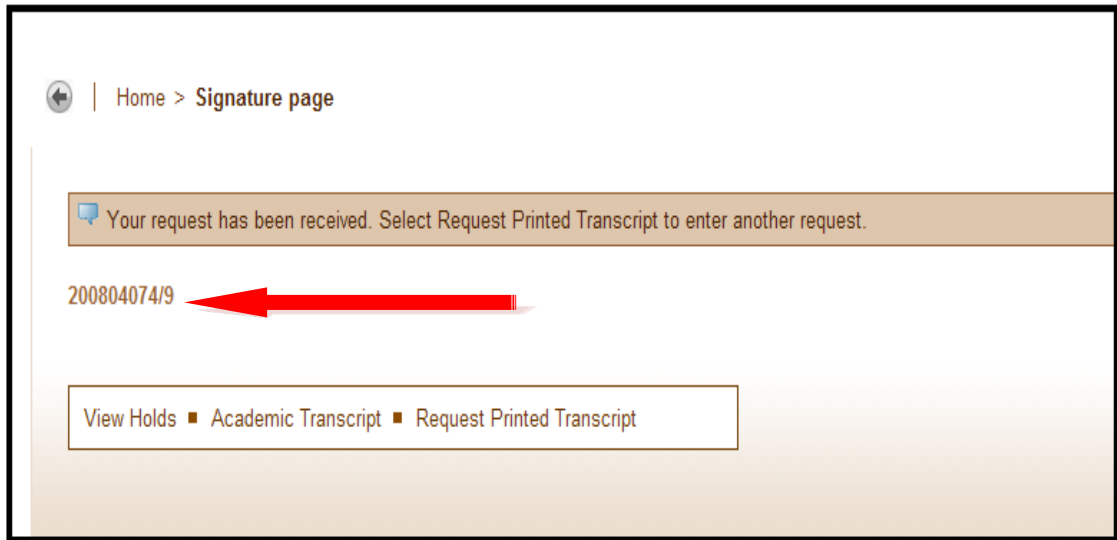
Academic Transcript

RELEASE: 8.4

A confirmation page will display and indicate the details of the transcript request. If you are agree with details, click the **Submit Request** button

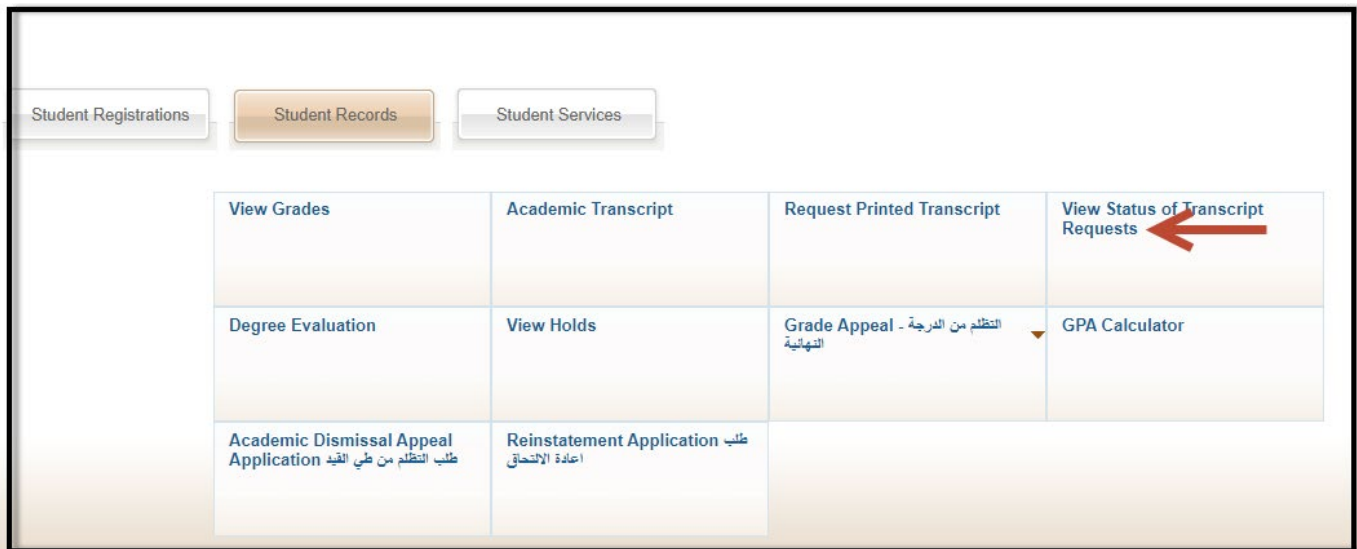


After you click the **Submit Request** button in the previous page, A page will display which will include Student ID and Request Sequence as it is shown below.

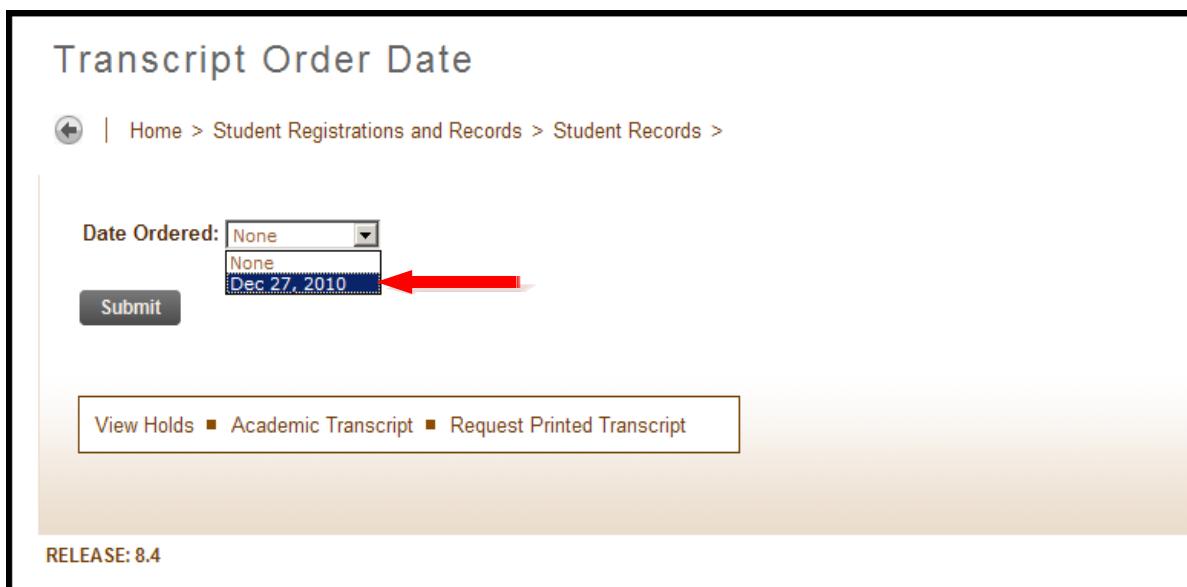


2 Track official Transcript Request Status

Click on the link [View Status of Transcript Requests](#) under **Student Records** menu



Select Date Ordered as shown below



A transcript request goes through three stages which are:

- When transcript is not printed, the student will get the following message:

| Status of Transcript Requests: Dec 27, 2010 | |
|---|--|
| Status: | Your order is still in processing. Please check again at another time. |
| Issued to: | Student |
| Course Levels: | All course levels |

- When transcript is printed and student can collect it, the student will get the following message:

| Status of Transcript Requests: Dec 27, 2010 | |
|---|--|
| Status: | Your transcript is ready for pick up at the Registration and Admission Building. |
| Print Date: | Dec 27, 2010 |
| Session Identifier: | 277749 If you have questions, please include this session ID with all inquiries. |
| Issued to: | |
| Course Levels: | All course levels |
| Number of Copies Ordered: | 1 |

- When transcript was printed and collected by student, the student will get the following message:

| Status of Transcript Requests: Dec 27, 2010 | |
|---|--|
| Received date: | Dec 27, 2010 |
| Print Date: | Dec 27, 2010 |
| Session Identifier: | 277736 If you have questions, please include this session ID with all inquiries. |
| Issued to: | |
| Course Levels: | All course levels |
| Number of Copies Ordered: | 1 |
| Official Transcript: | Yes |