Requesting a Transcript – For Students Who Attended Winter 2008 and Prior

If your attendance at UMSL is prior to Summer 2008, select the radio button associated with “Students who last attended from Fall 1975 until Winter 2008”
Office of the Registrar

Enter the following information:

- Last four digits of your social security number
- Your last name at the time of attendance
- Your Date of Birth

Select Submit

Transcript Request Login Page

All the fields are required.

Last four digits of your social security number: ****

Last Name

Triton

Last name under which your record exists at UMSL. This may be your last name at the time of attendance, or a later name if you have updated it with the university.

Birth Date: 10 16 1952

This last 4 digits of your Social Security Number are used to verify your student records. If you do not wish to give it, you may return to the University Registrar web site and use another order method.
Choose a Delivery Method & Select Processing Instructions

Choose one of the following Delivery Methods:
- Domestic Fax – Enter Number of Copies, Recipients Name, and the Fax Number
- International Fax - Enter Number of Copies, Recipients Name, Fax Number, and the Fax Number 3 Digit Country Code
- Pick Up – Enter the number of copies. Pick up 24 hours later in the Registrar’s Office on campus
- U.S. Mail - Enter the Number of Copies, Recipients Name, Complete Address
- eDelivery Direct to School/Org - Select the Participating School/Org from the Drop Down list, and the Receiving Department
- eDelivery to an Email Address: Enter the Recipients Name, E-mail Address, Confirm the E-mail Address

Processing Instructions:
Choose one of the following:
- Process as Soon as Possible
- Hold for Grades
- Hold for Degree

After Selections are made, select the “Add to Cart” button
Office of the Registrar

Review your request for accuracy.

If changes are needed, select the “Delete Request” check box and start over.

If another transcript is needed, select the “Request Another Transcript” button.

If the order is complete, select the “Checkout” button.
After selecting the “Checkout Button”, confirm your contact information.

Select the Submit Request and Make Payment Button
Office of the Registrar

Enter the Payment Information

Enter the Cardholder’s Name

Card Type

Credit Card Number & Expiration Date

E-mail Address

Select Continue
Select Confirm

You will then receive confirmation of your payment