

# HOW TO GET UNOFFICIAL AND OFFICIAL TRANSCRIPTS

IF YOU ARE  
AN INTO  
STUDENT

FOR BOTH PATHWAY AND AE  
STUDENTS:  
UNOFFICIAL TRANSCRIPTS

are for currently-enrolled  
and former  
students

are accessible through  
the  
PATRIOT WEB

THEY HAVE  
NO CHARGE,  
FREE

WITH THIS  
YOU CAN  
GET

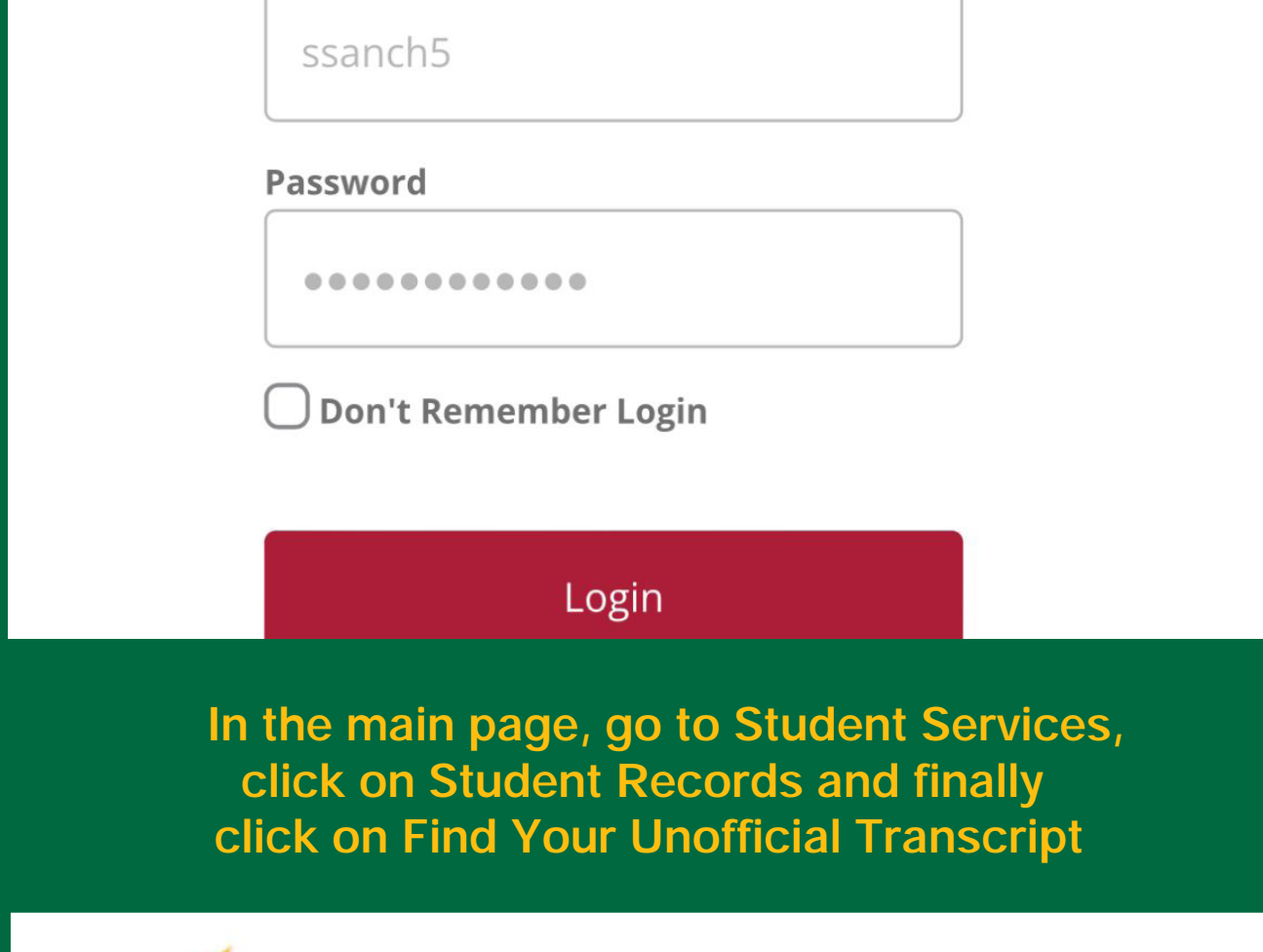
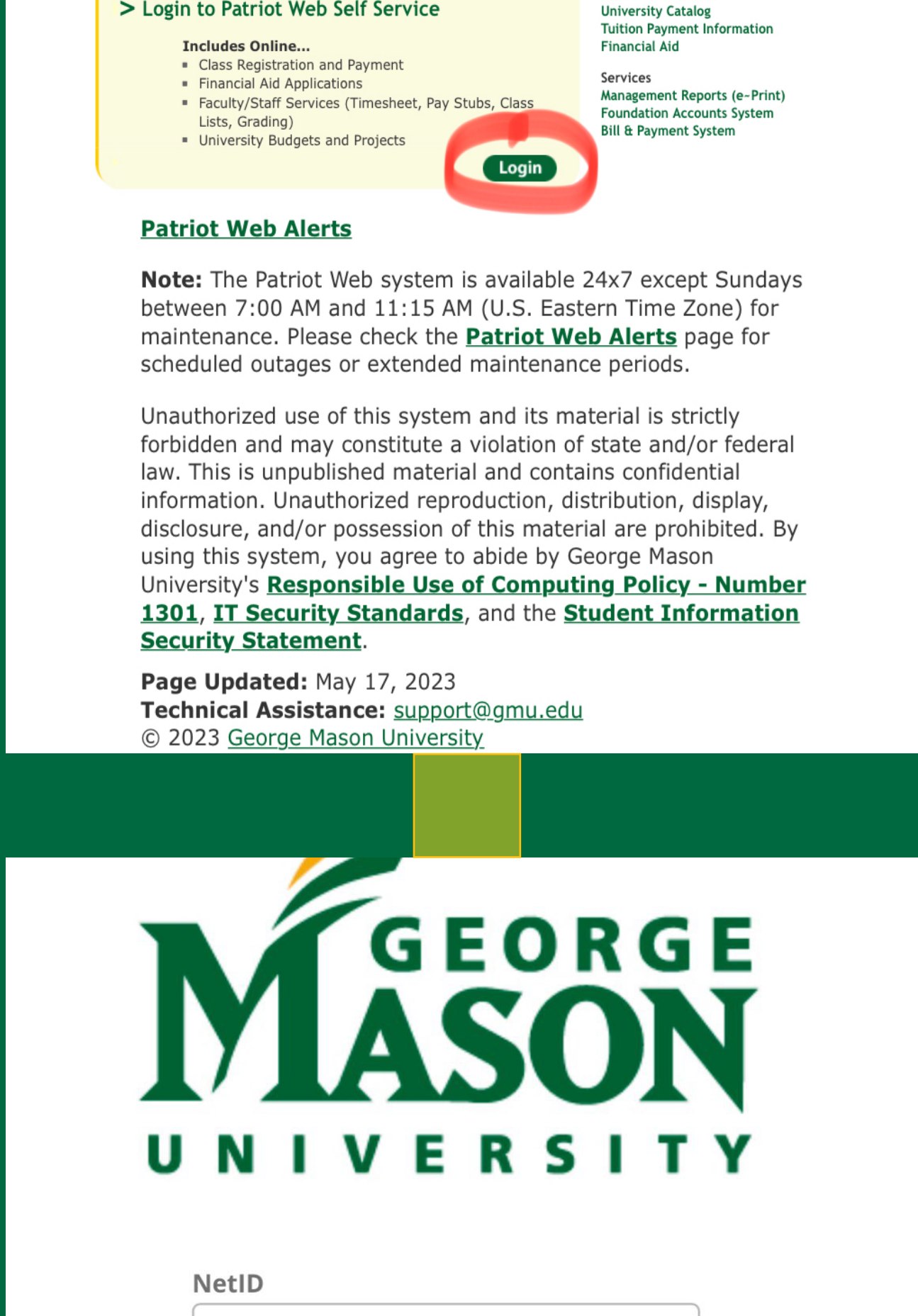
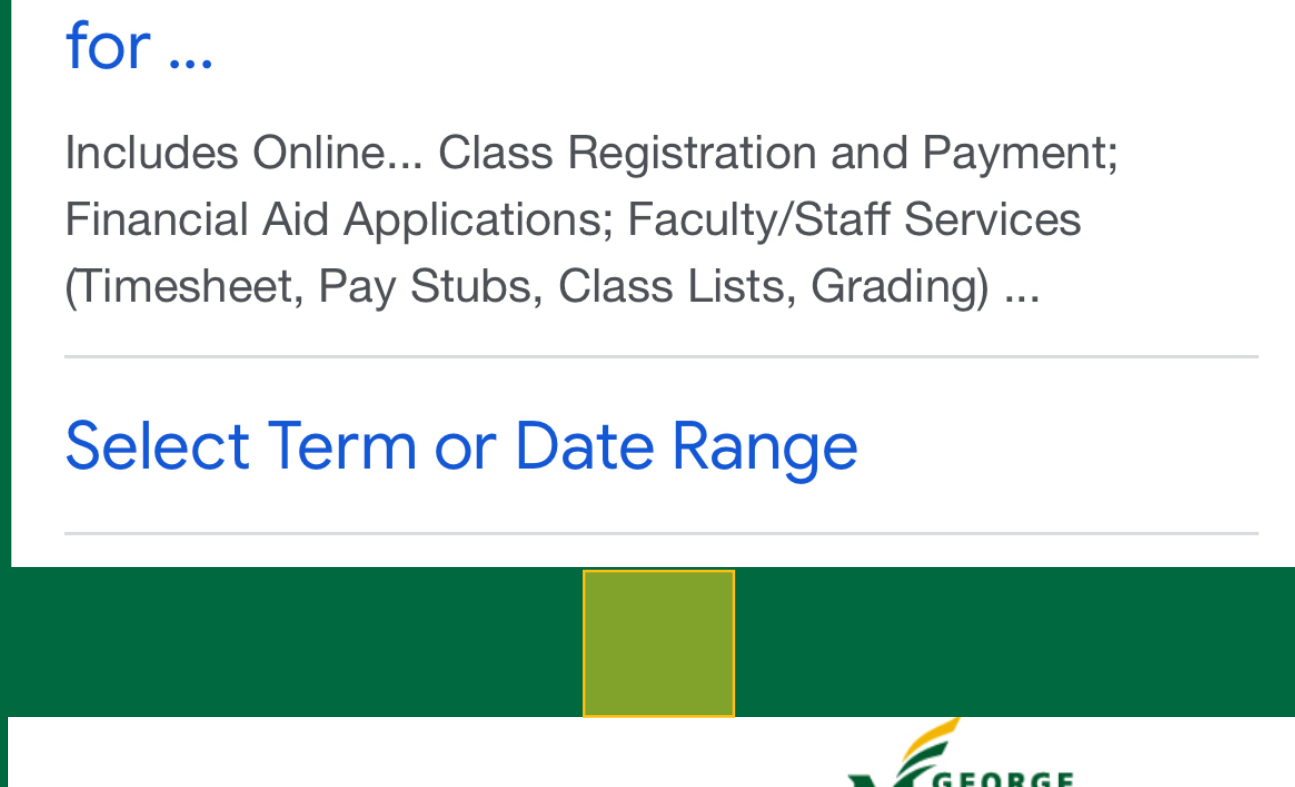
verification of  
- Degrees earned **AND/OR**  
- Enrollment and  
- Grades

- Coursework  
- Grades  
- Credit hours  
- Grade point average  
- Academic program info  
- Transfer and test credit  
- Instructor names  
- Advisor names

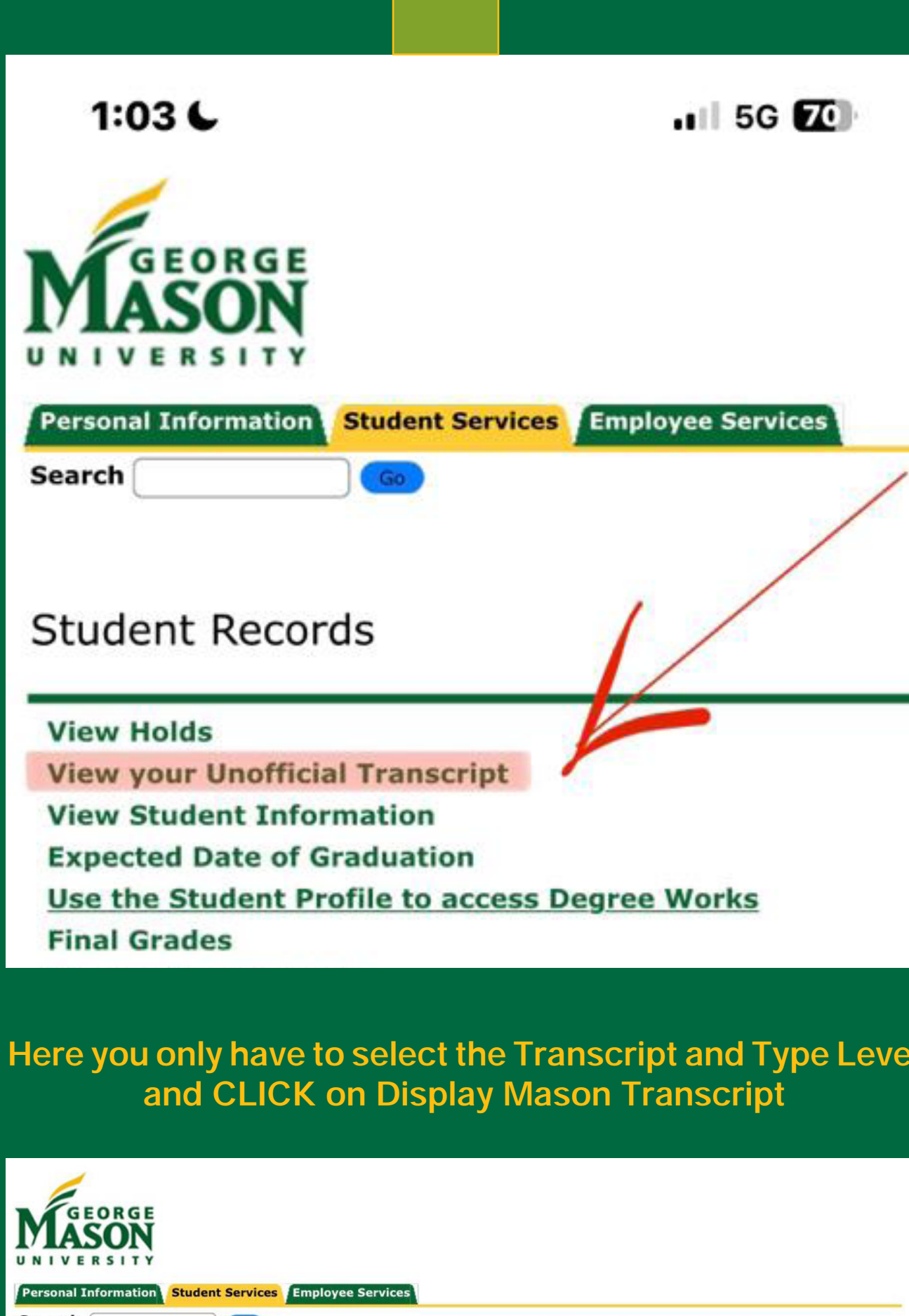
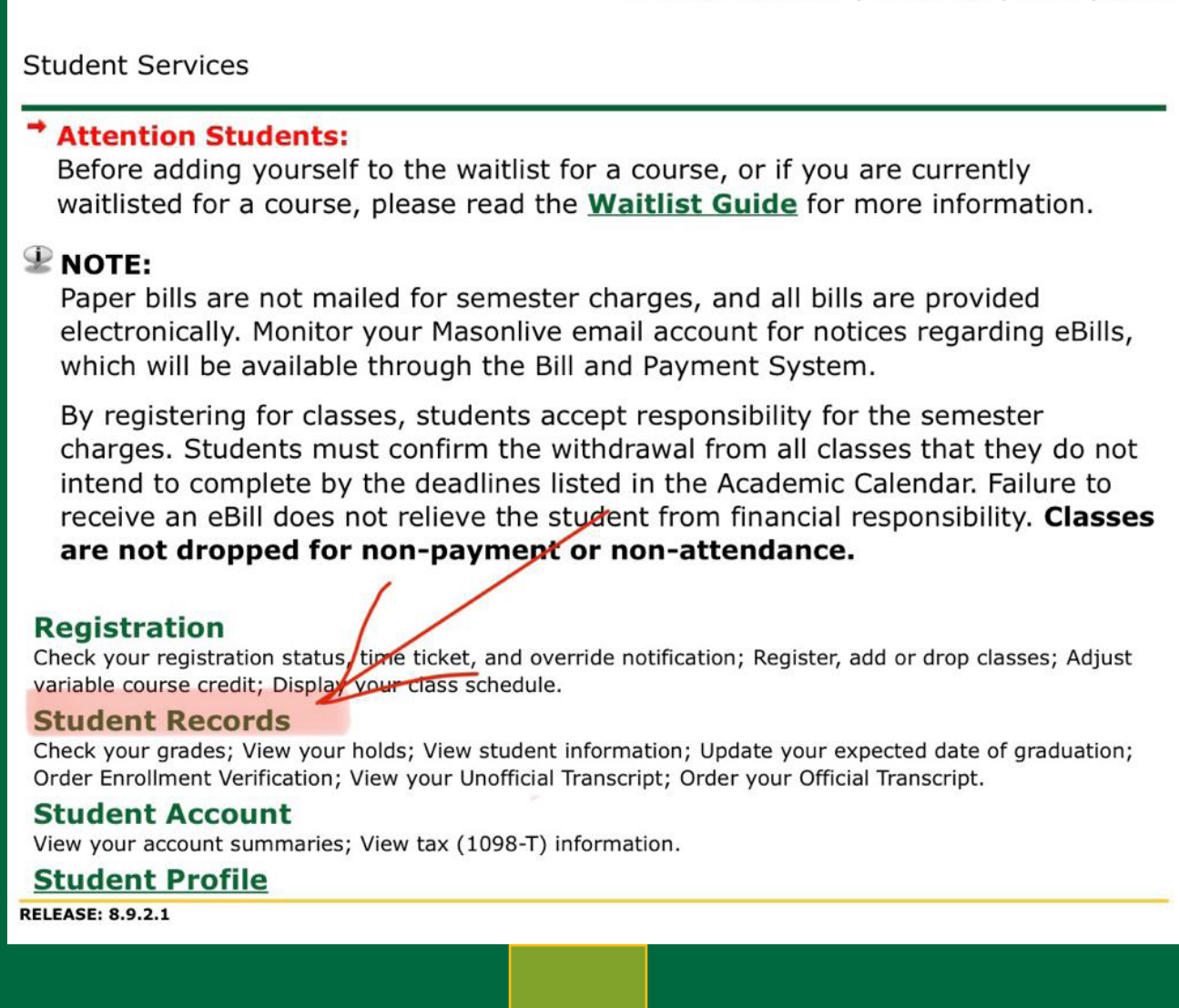
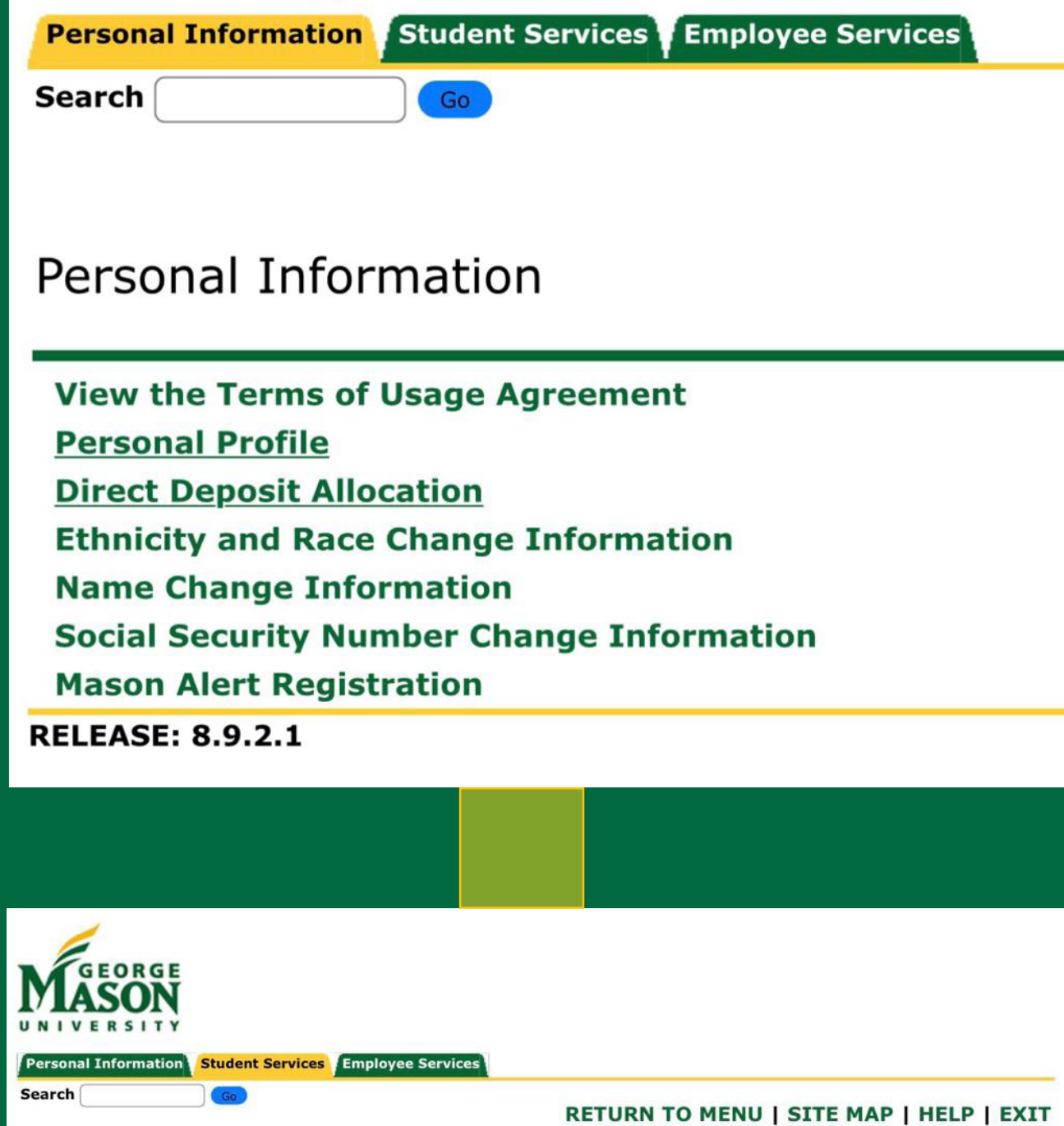
## STEPS TO GET A COPY OF YOUR UNOFFICIAL TRANSCRIPT

### 1. FOR CURRENT STUDENTS (OR STUDENTS WITH A MASON NET ID AND PASSWORD)

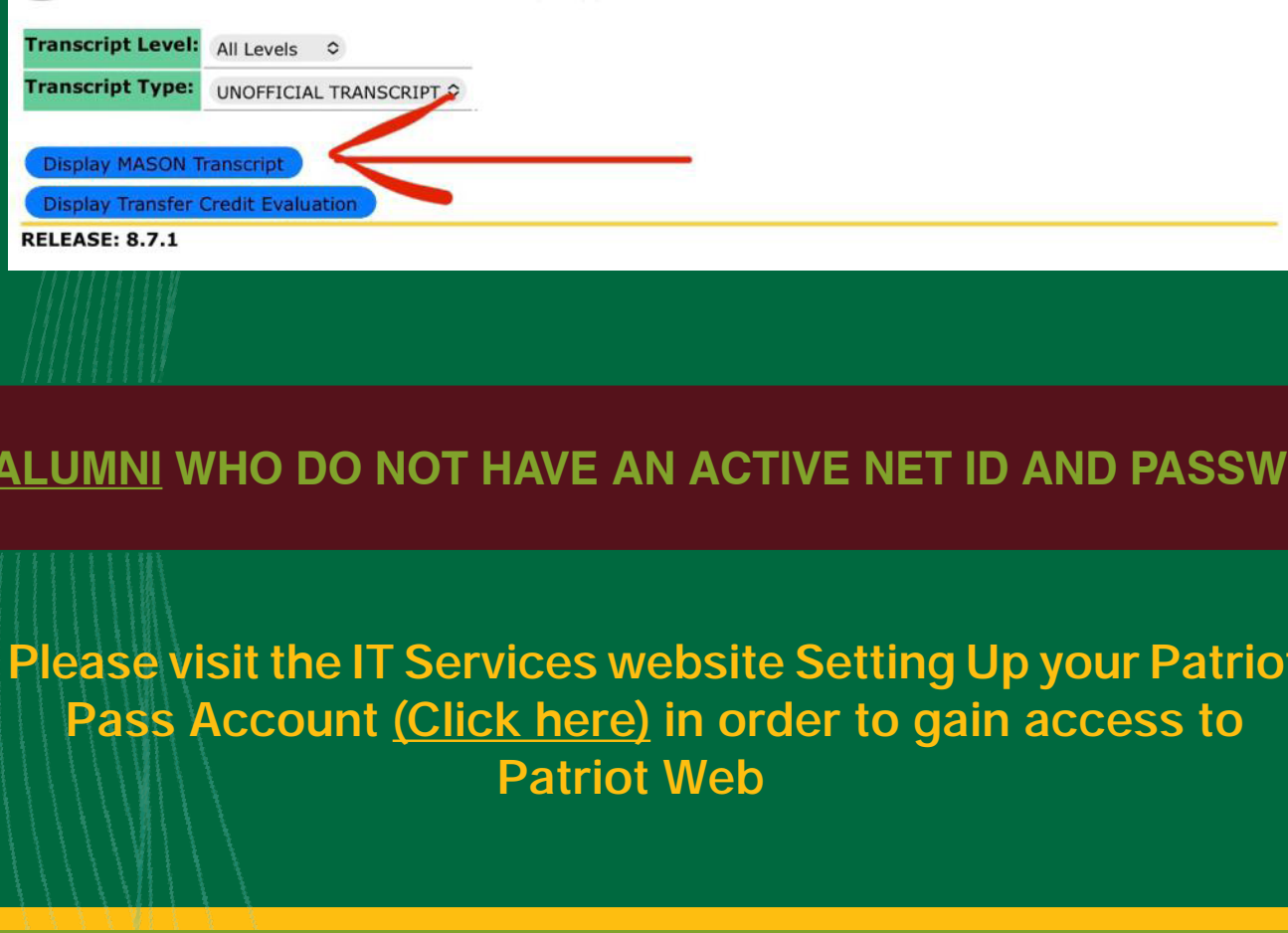
Go to Patriot Web and log in with your credentials  
(you can find then in your mason mail)



In the main page, go to Student Services,  
click on Student Records and finally  
click on Find Your Unofficial Transcript



Here you only have to select the Transcript and Type Level  
and CLICK on Display Mason Transcript



### 2. FOR ALUMNI WHO DO NOT HAVE AN ACTIVE NET ID AND PASSWORD

Please visit the IT Services website Setting Up your Patriot  
Pass Account ([Click here](#)) in order to gain access to  
Patriot Web

## FOR INTO STUDENTS THAT NEED AN OFFICIAL GRADES RECORD

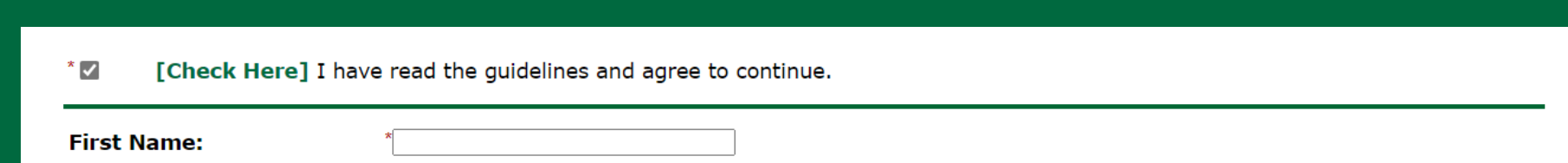
If you are an AE student, please request a  
Non Credit Record  
([Click Here](#)) scroll to the bottom of the page

For information on a specific topic, please click the link below:

- Check Status of Parchment Order
- PDF Transcript Delivery
- Requests for Pick-up (Fairfax Campus)
- View Unofficial Transcript
- Non-Credit Record Request
- How to Order Through Parchment

Office of the University Registrar | 4400 University Drive, MS 3D1 | Fairfax, Virginia 22030 | Contact Us  
Comments and Suggestions | Privacy Statement | Disclaimer | Accessibility

On the page, click on <sup>TM</sup>Check here



Finally, on the page, click on <sup>TM</sup>Check here and  
Submit Form

☒ [Check Here] I have read the guidelines and agree to continue.

First Name:   
Middle Name:   
Last Name:   
Previous Name:   
Non-Mason Email:   
Telephone:

Do you know your Student ID Number?

Identification Submitted:

Number of Copies:

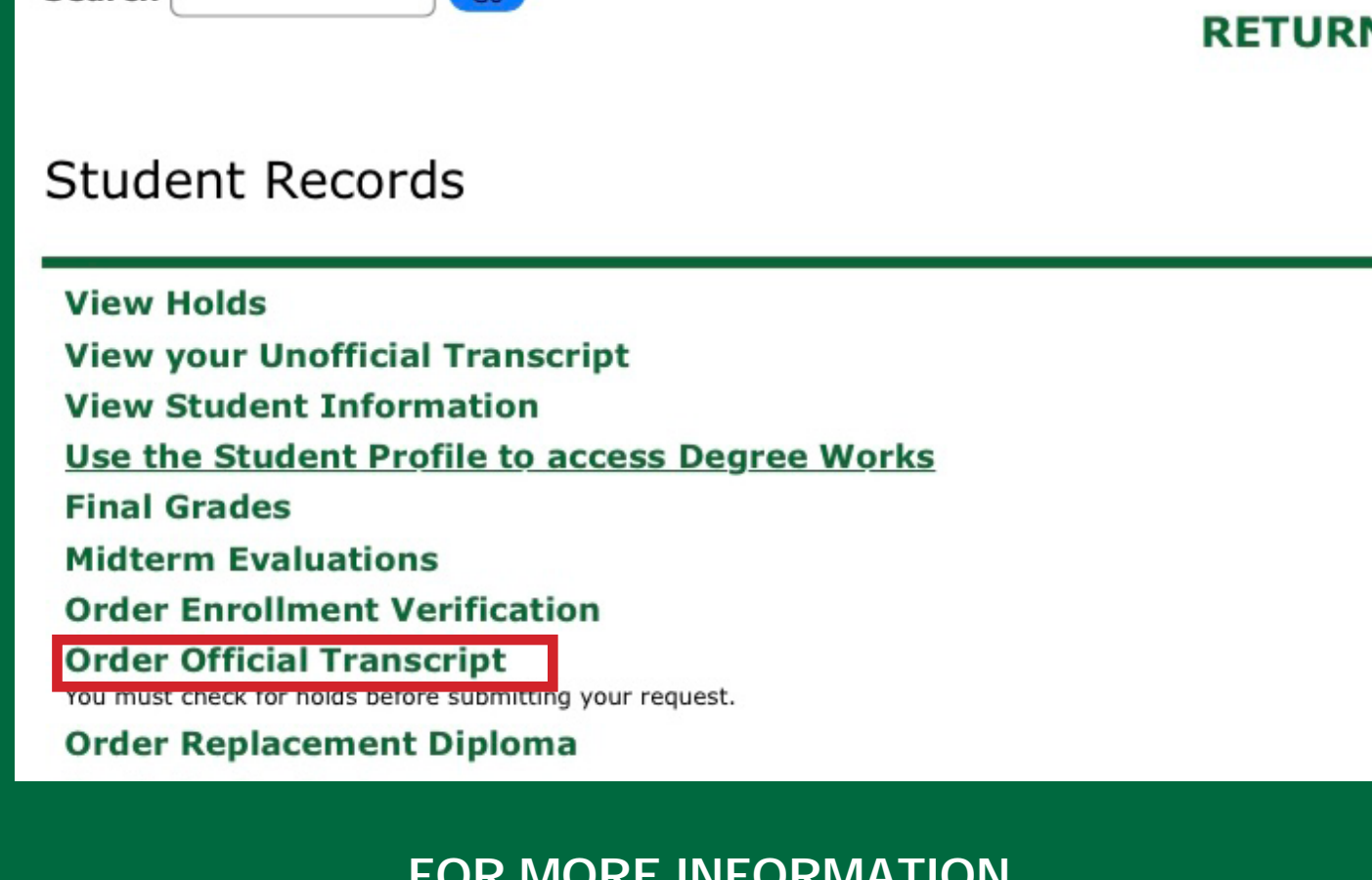
Address Type:

Electronic Signature

You agree that by typing your name, you are electronically signing this Non-Credit Record Request.

If you are a Pathway Student or a Degree Student you should  
request an Official transcript

Follow the instructions above to access Student Records  
through the Patriot Web and there you will find access to  
Official Transcript request!



FOR MORE INFORMATION  
<https://registrar.gmu.edu/students/transcripts-parchment/>

