FORDHAM UNIVERSITY
THE JESUIT UNIVERSITY OF NEW YORK

Instructions for Requesting Your Transcript *from Fordham*

If submitting to your study abroad program directly:

- Sign on to your my.fordham.edu account
- Click on the student tab located at the top left hand side of your homepage
- Locate under the folder "Banner Self-Service" and click on "student"
- Under "Student" locate and click on "Student Records"
- Under "Student Records" find and click on "Request Printed Transcript"
- Find the line as shown below and fill out the name of your program or your program advisor in this line and then click "continue"

Issue to: [   ]

- Enter the location information about the program you wish to send your transcripts to and then click on "Copy Selected College information to Data Entry Form"
- Enter the type of transcript you wish to send and click "continue"
- Fill out the Transcript Request Options page and click "continue"
- Look over the submission page and if there are no errors, click "submit"

If submitting to the International & Study Abroad Programs Office at Fordham:

- Sign on to your my.fordham.edu account
- Click on the student tab located at the top left hand side of the page
- Locate under the folder "Banner Self-Service" and click on "student"
- Under "Student" locate and click on "Student Records"
- Under "Student Records" find and click on "Request Printed Transcript"
- Find the line as shown below and write your full name and click "continue"

Issue to: [   ]

- Enter your campus address information as well as the type of transcript you wish to send and click "continue"
- Fill out the Transcript Request Options page and click "continue"
- Look over the submission page and if there are no errors, click "submit"
- Once you receive your transcript in the mail, **hand deliver** the envelope to the **International Study Abroad Office located in the Walsh Library, Suite 039**

If you are still having trouble requesting a transcript online then you can request a transcript in person at Enrollment Services in Thebaud Hall on the Rose Hill Campus or on the 2nd Floor of the Lowenstein Building at Lincoln Center.