



[www.glasgow.ac.uk/sset](http://www.glasgow.ac.uk/sset)



[www.glasgow.ac.uk/reachout](http://www.glasgow.ac.uk/reachout)

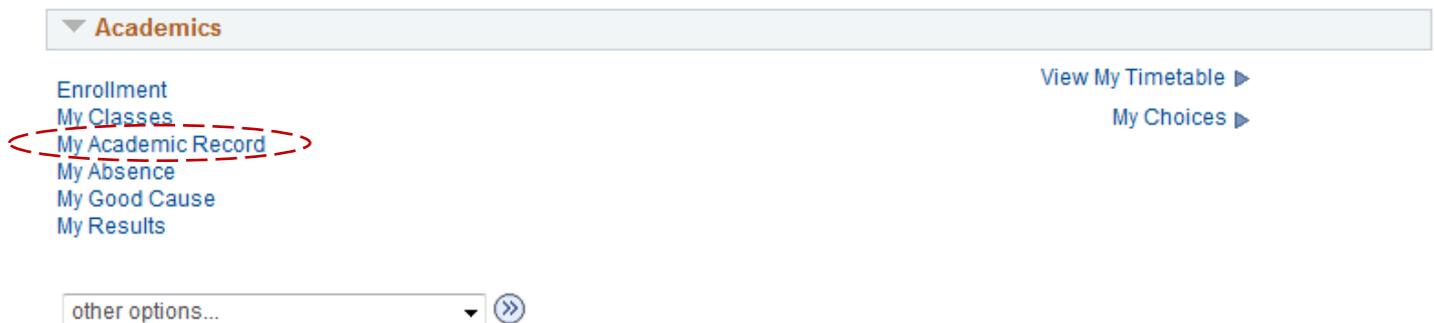


+44 (0) 141 330 7000

## How to print your transcript (HEAR)

Please note that if you follow the steps outlined below and your Transcript does not appear this is likely due to a pop-up blocker on your browser. You may see the following icon in your address bar (  ). Please check your browser settings and disable any pop-up blockers. If you are unsure how to do this please use the help function on your browser. Some students have reported issues when using Safari. We recommend you use Chrome or Internet Explorer.

1. Log in to your Student Center and locate the Academics section. Click on 'My Academic Record'.



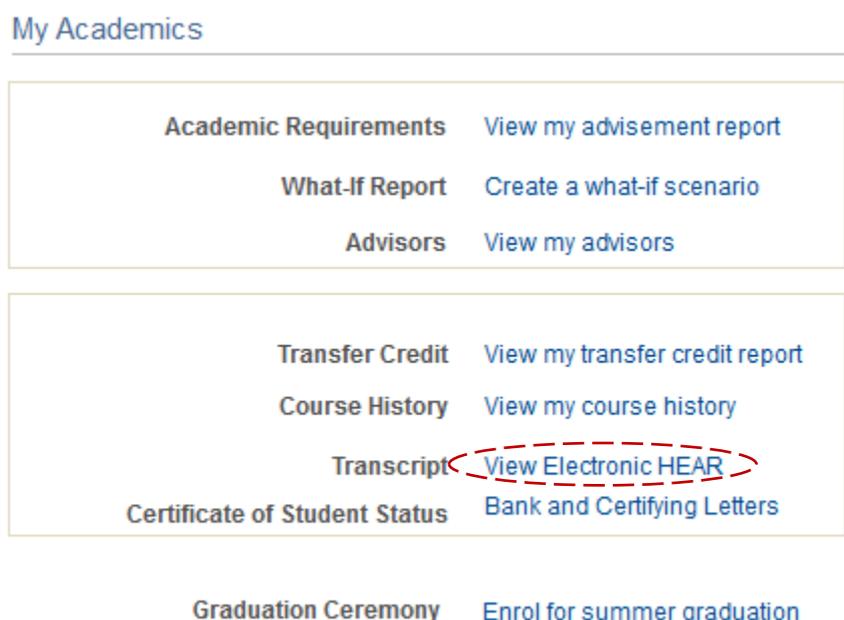
Academics

- Enrollment
- My Classes
- My Academic Record
- My Absence
- My Good Cause
- My Results

View My Timetable ▶  
My Choices ▶

other options... ▶▶

2. Click on the 'View Electronic HEAR' link.



My Academics

Academic Requirements	View my advisement report
What-If Report	Create a what-if scenario
Advisors	View my advisors

Transfer Credit	View my transfer credit report
Course History	View my course history
Transcript	View Electronic HEAR
Certificate of Student Status	Bank and Certifying Letters

Graduation Ceremony    Enrol for summer graduation

3. Select the 'Electronic HEAR' option from the drop down menu and click on the View Report button. Your Transcript should open in a new window or tab as a PDF document.

## View Report

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Choose an institution and report type and press View Report

**\*\*This process may take a few minutes to complete. Please do not press any other buttons or links while processing is taking place\*\***

Academic Institution University of Glasgow

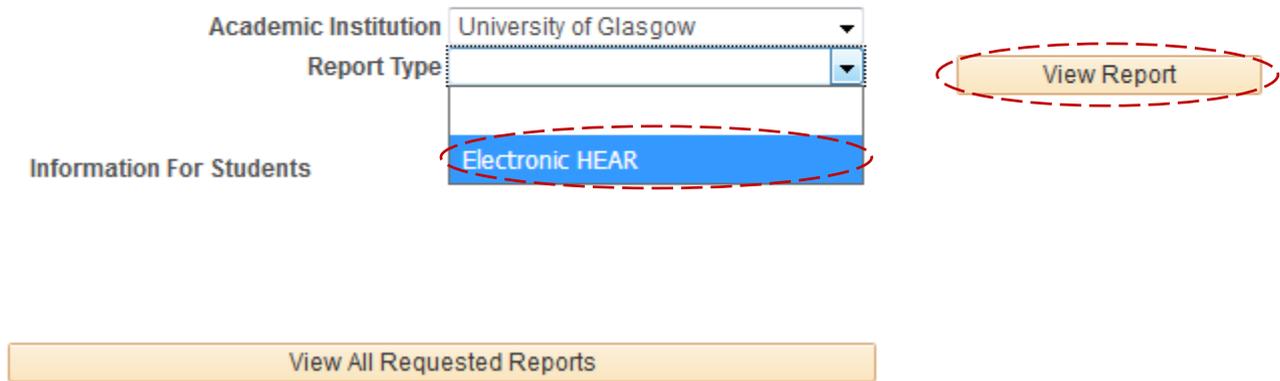
Report Type

Information For Students

Electronic HEAR

View Report

View All Requested Reports



4. Alternatively, if you wish to see previous reports you have generated you can do so by clicking on the 'View All Requested Reports' button.

Please note that the Student Services Enquiry Team will not stamp any Transcripts that you produce yourself. If you require a stamped Transcript then please visit the Student Services Desk on Level 2 of the Fraser Building.

If there is academic information missing or incorrect on your Transcript you should contact your School or College office. If there is non-academic information missing, please contact the Student Services Enquiry Team in the first instance.