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. Login to your student center and locate the Academics section. Click on ‘My Academic Record’.

   ![Academics](image)

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

   other options...

2. Click on the ‘View Electronic HEAR’ link.

   ![My Academics](image)

   - Academic Requirements
   - What-If Report
   - Advisors
   - Transfer Credit
   - Course History
   - Transcripts
   - Certificate of Student Status

   - Graduation Ceremony
   - View my advisement report
   - Create a what-if scenario
   - View my advisors
   - View my transfer credit report
   - View my course history
   - View Electronic HEAR
   - Bank and Certifying Letters
   - Enrol for summer graduation

Need help? Visit us at the Student Services Desk in the Fraser Building, 9am to 5pm Mon to Fri (9:30am on Wed)
Telephone us on +44 (0) 141 330 7000 or email studentservices@glasgow.ac.uk

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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.

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 cannot stamp any Transcripts that you produce yourself. If you require a stamped Transcript 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.