

Ordering Official Transcripts

Ordering Through SIS

Go to the SIS Web site at www.umflint.edu/sis.
Enter your UM-Flint ID number (UMID or Social Security Number) and PIN
(Personal Identification Number) in the boxes provided.
Click the **Login** button.

Click on **Student Services** from the menu.

Click on **Student Records** from the menu.

Click on **Request Printed/Official Transcript** from the menu.

Ordering Official Transcripts from the National Student Clearing House

Use this process if you do not have an SIS account. Alumni and former students who attended back to 1956 may now order transcripts online!

Using your Web browser, go to the National Student Clearing House Web site, www.studentclearinghouse.org. Click on **Order or Track a Transcript** and follow the instructions to complete request.

IMPORTANT - A SIGNED CONSENT FORM IS REQUIRED TO RELEASE YOUR TRANSCRIPT. Your transcript(s) cannot be sent until they receive your signed consent form. Please print, sign and date, and return the consent form. You may fax or mail in the form to the clearinghouse. They will also accept a scanned copy of your signed consent form as an e-mail attachment sent to: transcripts@studentclearinghouse.org.

Viewing Unofficial Transcripts

Enter your UM-Flint ID number and PIN in the boxes provided.

Click the **Login** button.

Click on **Student Services** from the menu.

Click on **Student Records** from the menu.

Click on **Academic Transcript** from the menu.

The Display Transcript-Select Level and Type page includes two (2) options:

Transcript Level – Select the level of courses you wish to view, or leave the default at All levels to see your entire academic transcript.

Transcript Type – UM-Flint uses only one transcript type: *Web Requested Transcript*.
Click the **Submit** button.

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Transcript will be displayed.