

Unofficial Transcript Instructions For Students

To download your unofficial transcript from the Colgate Portal:

1. Sign in to portal.colgate.edu
2. Click on the “Student Self-Service” tab under Banner Self Service
3. On the sidebar, click “Academic Transcript”
4. In the drop-down menu under “Transcript Level,” select “Undergraduate”
5. In the drop-down menu under “Transcript Type,” select “Student’s Web Copy” to display your unofficial transcript
6. Copy and paste transcript text to a new document in Word
7. Be sure to remove personal information such as ID or birthdate
8. Reformat the document to be one page long and review it to ensure clean formatting
9. Save as a PDF with your name in the document title

More comprehensive instructions are available on [Handshake](#).

If you have questions about formatting your unofficial transcript, please contact Career Services.

Sample Unofficial Transcript

Unofficial Transcript for: Your Name
Major: Biology
Overall GPA: 3.14

Fall 20XX

CHEM 101 General Chemistry I B
CHEM 101L General Chemistry I Lab B+
CORE 183 The Middle East B+
GEOL 135 Oceanography A
PHIL 202 Environmental Ethics B

Spring 20XX

BIOL 212 Molecules, Cells & Genes B
BIOL 212L Molecules, Cells, Genes Lab A
BIOL 340 Marine Biology B+
CHEM 102 General Chemistry II C+
CHEM 102L General Chemistry II Lab B
CORE 151 Western Traditions A
PHED 626 (M/W) Rugby

Course(s) in Progress Fall 20XX

BIOL 336 Advanced Ecology
BIOL 336L Advanced Ecology Laboratory
ECON 219 Chinese Economy
ECON 252 Intermediate Macroeconomics