### ACADEMICS – Request Official Transcript

#### Processing Steps

**Step 1:**
Access the main page of SOLUS via the following navigation:
Main Menu > Self Service > Student Center

#### Screenshots

![Screenshot showing SOLUS main page](image1)

**Step 2:**
Click on the **other academic...** drop-down list box to access the list.

#### Screenshots

![Screenshot showing SOLUS academic selection](image2)

**Step 3:**
Select **Transcript: Request Official**.

#### Screenshots

![Screenshot showing Transcript Request page](image3)
## Processing Steps

### Step 4:

Click the **Go** button.

### Step 5:

1. Enter the required information into the following four areas:
   
   A. Select if you want the transcript to:
      
      i) be printed immediately, or
      
      ii) reflect term grades, or
      
      iii) reflect degree conferral.
   
   B. Choose if you want to receive your transcript via Canada Post mail, FedEx courier or, if you will be picking it up from the University Registrar’s Office.
   
   C. If you are sending your transcript directly to an external agency, include the agency’s name, phone number and a reference number if available. If sending to yourself, fill in your own phone number.
   
   D. Enter an address for where you want the transcript to be sent to.

2. Click the **REVIEW REQUESTS** button.
REQUEST OFFICIAL TRANSCRIPT

Processing Steps

Step 6:
1. Confirm that all address information is correct.
2. Click the PROCESS REQUEST button to be taken to the payment processing page.

Step 7:
1. Fill in your payment details.
2. Click Pay with your Credit Card to finalize the transaction and a receipt will be generated.

Screenshots

REQUEST OFFICIAL TRANSCRIPT

Review Requests

AFTER SUBMITTING PAYMENT, CONFIRM ORDER IS CORRECT IN SOLUS.

QUESTIONS? EMAIL transcript@queensu.ca OR CALL 613.533.2040.

<table>
<thead>
<tr>
<th>Delete</th>
<th>Institution: # of Transcripts</th>
<th>Destination Address</th>
<th>Order Date</th>
<th>Transcript Cost</th>
<th>Courier Cost</th>
<th>Order Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>REVISE</td>
<td>Queen's University: 1</td>
<td>Bwipowo, Loyy</td>
<td>Immediate Processing: 2017-07-31.</td>
<td>$15.00</td>
<td>$0.00</td>
<td>$15.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>123 Main Street</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Toronto ON M4T 1K8</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Canada Canada</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$15.00</td>
</tr>
</tbody>
</table>

Transcript payment

Review Your Order

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Item</th>
<th>Unit</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Official Transcript</td>
<td>CAD 15.00</td>
<td>CAD 15.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td>CAD 15.00</td>
<td></td>
</tr>
</tbody>
</table>

Pay With Your Credit Card

Cardholder Name
Credit Card Number
CVV is the Visa term for the 3-digit security code on the back of the credit card (Visa and MasterCard). For American Express, it is 4-digits and located on the front.
Expriy Date (MMYY)
Security Code
Present
Email
cstens@queensu.ca
A confirmation email will be sent to this address.
Pay With Your Credit Card

Your private information is secured using SSL (Secure Sockets Layer), the leading security protocol on the internet. Information is encrypted and exchanged with an https server.

Secure Payment provided by E-xact Transactions Ltd.