

HOW TO DOWNLOAD YOUR UNOFFICIAL TRANSCRIPT

Step 1: Log into your **MyUFV Account**

Step 2: Under 'Student Record Requests' select 'Your Academic Transcript'

Step 3: *Transcript Level:* Credit

Transcript Type: Electronic Academic Record

Step 4: Once loaded, Press Ctrl+P and then save as PDF

Step 5: Upload in the documents section of your **CareerLink** account

If you are experiencing issues, please email coop@ufv.ca