

## HOW TO DOWNLOAD YOUR UNOFFICIAL TRANSCRIPT

**Step 1:** Open a blank Word Document and log into your MyUFV Account

**Step 2:** Click on 'Student Information' on the left hand side

**Step 3:** Click on 'Student Records'

**Step 4:** Select 'Electronic Academic Record'

**Step 5:** *Transcript Level:* All Levels

*Transcript Type:* Electronic Academic Record

Click the 'Submit' button

**Step 6:** Once loaded, Press Ctrl A to select all

Then press Ctrl C to copy

Open the blank Word Document and press Ctrl V to paste all the information (try to clean up the document as best as you can, also being mindful of the number of pages)

Save document

**Step 7:** Upload in the documents section of your CareerLink account

*If you are experiencing issues, please email [coop@ufv.ca](mailto:coop@ufv.ca)*