

# Transcripts

## Frequently Asked Questions

### **What is an 'Official' Transcript?**

- ❖ An 'official' transcript is a record of your entire enrollment history at University of Miami Miller School of Medicine. Transcripts are printed on official paper and include the Dean's or registrar's signature, the date issued and the school seal.

### **Where can I have my transcript sent?**

- ❖ To whomever you authorize in your request.

### **Can I get an unofficial transcript for my records?**

- ❖ If you are a current student and have an active CaneLink account, you can print your Academic Record Unofficial Transcript free of charge. If you are not a currently enrolled student, you will need to order an official transcript, also free of charge. Currently, transcripts are delivered as hard copies.

### **What if I need my current semester grades or degree noted on my transcript?**

- ❖ You can indicate to hold your transcript until your degree or grades are posted. The transcript will be mailed out immediately once it has been updated

### **Can I pick up my transcript?**

- ❖ Yes. Please fill out and sign the Medical Student/MD Graduate Request Form and bring a picture ID for pick up in Student Affairs, RMSB 2100.

### **Can someone else pick up my transcript for me?**

- ❖ When you submit your order you can indicate who will be picking up the transcript. This person must present a picture ID when picking up the transcript.

### **What is the turnaround time when I order my transcript?**

- ❖ We estimate that your transcript request will be processed within 3 business days. Please note that the U.S. Postal Service currently estimates an additional 2-4 business days for delivery.

### **Can I request express delivery?**

- ❖ Yes. Please provide a prepaid Fed Ex shipping label. Please note Fed Ex does not deliver to a PO Box.

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### Will you let me know if there is a problem processing my request?

- ❖ We will contact you if there are any holds on your account. Your request will not be processed until the hold has been cleared. Please note, the Office of Student Affairs is not able to release the hold, you must contact the appropriate offices.

#### **Past Due Holds & Exit Interview Holds**

Please contact Office of Student Account Services at (305) 284-6430, option 5 for additional information.

#### **Immunization Holds**

Please contact the Health Center at (305) 284 – 9100 about an immunization issue. If you need additional assistance you may also contact the Office of Student Services at (305) 243-7978

### What is a transcript hold?

- ❖ When you have a transcript hold, it means that there is a university required action that you need to complete and you will not be able to successfully order a transcript until the action is completed and the hold released.
- ❖ For example, you may have a balance on your account. If you are a current student please log onto CaneLink and go to the 'Student Center' to view the type of hold you have in the 'Holds' section.
- ❖ For account inquiries please check under Finances section for balances you might owe or non-completion of Exit Interviews.
- ❖ If you do not have an active CaneLink account, this office will notify you.

