

How to Order Your Official Transcript Online:

All requests for official transcripts are processed through the main UNLV Registrar's Office. To order your transcripts follow the steps below:

- 1) Go to www.unlv.edu
- 2) Go to the QUICK FIND BUTTON and click on TRANSCRIPTS
- 3) Log in: Enter your LNumber and 4-Digit PIN Number (the same PIN that you use to access the online registration system). If you forgot your LNumber or PIN, instructions are provided on how to retrieve that information.
- 4) Fill-in the form
- 5) Make payment
- 6) Submit the form online

NOTE: UNLV will charge you \$5/transcript plus postage fees.