How To:
View Unofficial Transcript & Request a Transcript
Unofficial Transcripts

• **Marquette does not produce unofficial transcripts.**
• **Current students** have access to unofficial transcripts via CheckMarq.
• **Graduates** have access to CheckMarq for one year following graduation.
• Likewise, **former students** who did not graduate have access to CheckMarq for one year after the last term of attendance.
• The unofficial transcript is accessed with your Marquette CheckMarq credentials.
View Unofficial Transcripts

Step 1: Access the Student Center via CheckMarq:

Sign into CheckMarq https://checkmarq.mu.edu using your username and password (not the same as your Marquette email)
View Unofficial Transcripts

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2. Click ‘View-only unofficial transcript’ or ‘Student Center’

Student Center
Registration, grades, bursar account, financial aid and more.
3. Click ‘Go’ to view your unofficial transcript
Official Transcripts

• Transcript requests can be made online, by mail or in person.
• **Online requests** can be made with any major credit card.
• **Mailed requests** can be made with check or money order.
• **In-person requests** can be made with cash, check, money order or MarquetteCASH.
• Transcript requests **are not** accepted via fax or email.
• For more information regarding costs for processing a transcript, etc. visit
  [http://www.marquette.edu/mucentral/registrar/grades_transcripts.shtml](http://www.marquette.edu/mucentral/registrar/grades_transcripts.shtml)
If you want to request an official transcript via CheckMarq, follow the previous steps and click on ‘Request official transcript’

To request an official transcript, you can fill out the form at:
http://www.marquette.edu/mucentral/registrar/documents/TranscriptRequest.pdf