

*How To:*

# View Unofficial Transcript & Request a Transcript



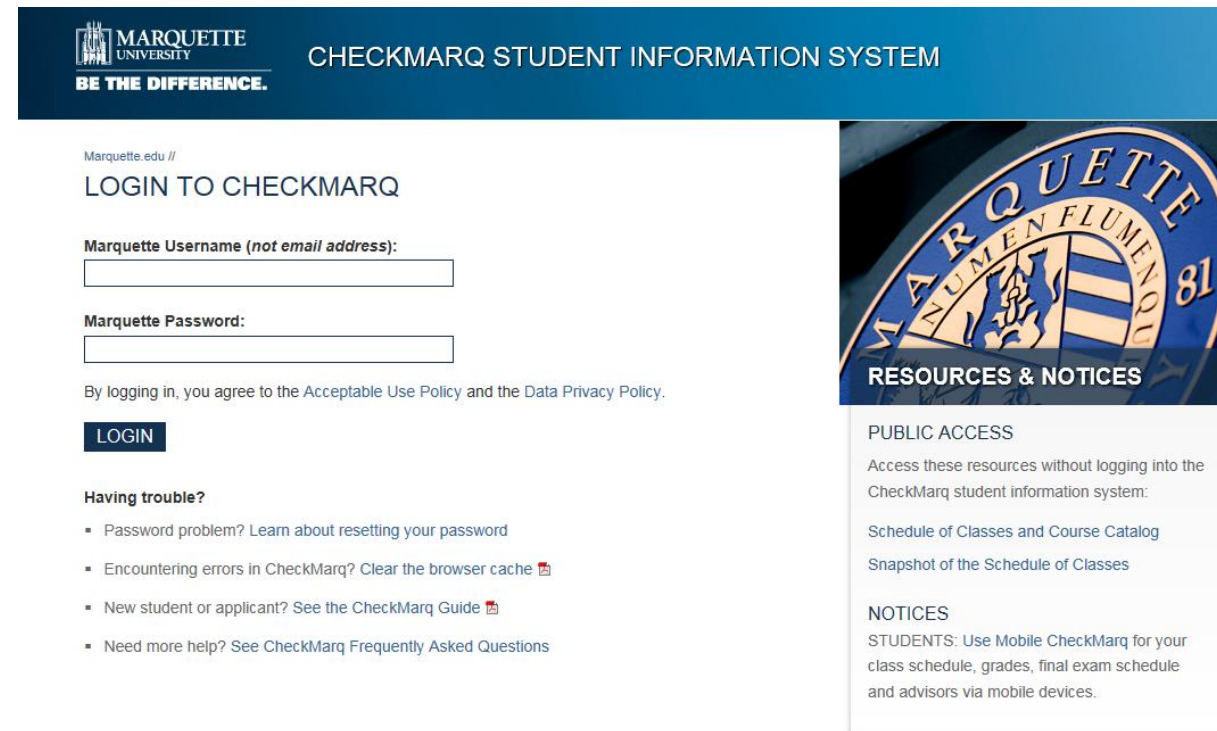
# Unofficial Transcripts

- **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)



The screenshot shows the CheckMarq Student Information System login page. At the top, there is a blue header with the Marquette University logo and the text "CHECKMARQ STUDENT INFORMATION SYSTEM". Below the header, the page displays "Marquette.edu // LOGIN TO CHECKMARQ". There are two input fields: "Marquette Username (not email address):" and "Marquette Password:". Below the password field, there is a link to the Acceptable Use Policy and the Data Privacy Policy. A "LOGIN" button is present. A "Having trouble?" section lists links for password resets, clearing browser cache, and frequently asked questions. On the right side, there is a "RESOURCES & NOTICES" section with sub-sections for "PUBLIC ACCESS" (including links to class schedules) and "NOTICES" (regarding mobile app usage).

# View Unofficial Transcripts

## Quick Links

Academics	Financial Aid	Bursar	Guest Access	MCA
▶ View my appointment for online registration				▶ Ch
▶ Download academic forms				▶ Vi
▶ Add, swap or drop classes				▶ Re
▶ Request official transcript				▶ Re
▶ View-only unofficial transcript				▶ Se
▶ View my grades				▶ Vi
▶ View my schedule/list and order books online				▶ Vi
▶ View my advisement reports				▶ Fir

2. Click 'View-only unofficial transcript' or 'Student Center'

## Student Center

Registration, grades, bursar account, financial aid and more.

# View Unofficial Transcripts

## View-Only Unofficial Transcript

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**This process may take a few minutes to complete. Please click "Go" only once. Do not press any other buttons or links while processing.**

Academic Institution	Marquette University	▼	go
Report Type	Complete Information by Care	▼	

3. Click 'Go' to view your unofficial transcript

### Information for students

**The view-only unofficial transcript is not intended for external parties such as employers, internships, graduate schools, professional schools, etc.**

For these purposes [Request official transcript](#) online from the National Student Clearinghouse or visit [MU Central](#).

VIEW A REPORT THAT YOU PREVIOUSLY GENERATED

# 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)

# Request Official Transcript

## View-Only Unofficial Transcript

*If you want to request an official transcript via CheckMarq, follow the previous steps and click on 'Request official transcript'*

**This process may take a few minutes to complete. Please click "Go" only once. Do not press any other buttons or links while processing.**

Academic Institution	Marquette University	▼	go
Report Type	Complete Information by Caret	▼	

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VIEW A REPORT THAT YOU PREVIOUSLY GENERATED

To request an official transcript, you can fill out the form at:

<http://www.marquette.edu/mucentral/registrar/documents/TranscriptRequest.pdf>