How to order request proof that you are a UNL student, **or** order an official transcript

- Log in to MyRed
- Under "Academics" choose "Order an official transcript"
- Click on "Order electronic transcript" – this will bring you to a choice, for Transcript or Enrollment Verification. We'll look at enrollment verification first (graduate schools will commonly ask for this when you are applying)
  - You may choose either "enrollment verification" (this just says you are enrolled at UNL) or "enrollment verification with GPA" (includes your UNL grade point average. If you have not yet completed Fall semester at UNL you will not have a UNL GPA.
    - Recipient name and e-mail would be those of the school to which you are applying.
    - You will not need to upload an optional attachment.
    - For most people, "Purpose" will be "Apply for graduate admission"; for some people it might be "employment" or something else.
    - You will need to enter your birth date.
  - You will be asked to pay $3.00
  - For detailed help on enrollment verification, see https://registrar.unl.edu/student/certifications-verifications/
- If you choose "Transcript":
  - It will ask where to send the transcript.
  - You will select an official e-transcript.
    - If there is an application deadline, and it is before the end of the semester or before you graduate, choose "No"" for processing time. If the deadline is after the end of the semester or graduation you can choose "Hold for grades" or "Hold for degree"
    - For most people, "Purpose" will be "Apply for graduate admission"; for some people it might be "employment" or something else.
    - You will not have any attachments.
  - You will be asked to pay $3.00
  - For detailed help on ordering transcripts, see https://registrar.unl.edu/student/transcripts/