How to Generate Unofficial (Student Copy) Transcript

1. Login to CUNYfirst at https://home.cunyfirst.cuny.edu
2. Select HR/Campus Solutions, then Self Service followed by Student Center
3. In the Academics section, click Other Academic drop down and select Transcript: View Unofficial and click the Go icon

4. On the View Unofficial Transcript page, select the Academic Institution and Report Type from the drop down menu and press View Report.

View Unofficial Transcript

Choose an institution and report type and press View Report

"* this process may take a few minutes to complete. please do not press any other buttons or links while processing is taking place"

After selection, note the following message to students:

Information For Students

This is an unofficial student copy of your academic record. To order an official copy please follow the directions on the college website

5. The unofficial transcript will open in a new window or tab (depending on browser)

Note: (1) You must enable pop-ups on your computer when accessing your unofficial transcripts in CUNYfirst. (2) Students with a financial hold/negative service indicator will be prohibited from generating a transcript Until financial obligations and/or hold is removed.