
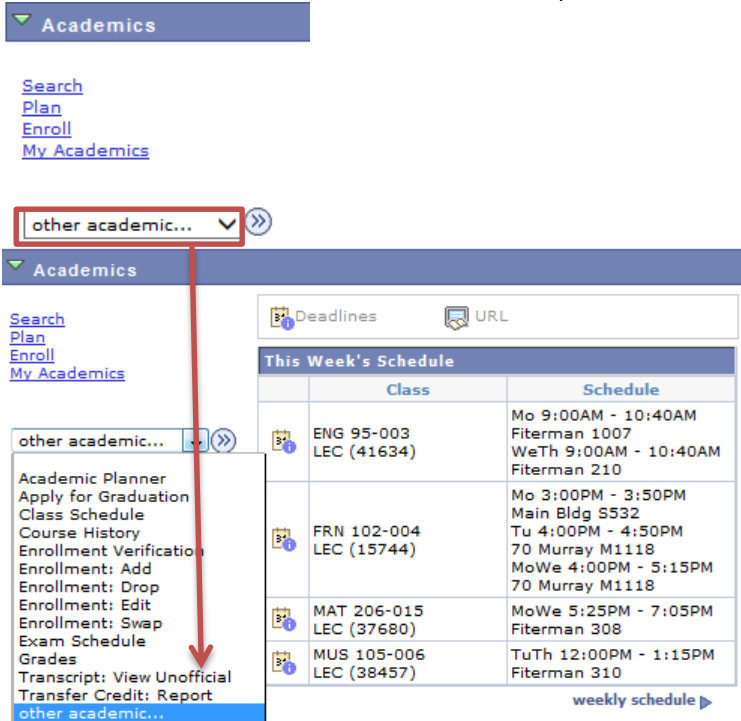


## [How to Generate Unofficial \(Student Copy\) Transcript](#)

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



The screenshot shows the 'Academics' section of the CUNYfirst system. A dropdown menu is open under 'other academic...', listing various options. 'Transcript: View Unofficial' is highlighted in blue. A red arrow points from the dropdown to the 'View Report' button in the next step.

This Week's Schedule	
Class	Schedule
ENG 95-003 LEC (41634)	Mo 9:00AM - 10:40AM Fiterman 1007 WeTh 9:00AM - 10:40AM Fiterman 210
FRN 102-004 LEC (15744)	Mo 3:00PM - 3:50PM Main Bldg S532 Tu 4:00PM - 4:50PM 70 Murray M1118 MoWe 4:00PM - 5:15PM 70 Murray M1118
MAT 206-015 LEC (37680)	MoWe 5:25PM - 7:05PM Fiterman 308
MUS 105-006 LEC (38457)	TuTh 12:00PM - 1:15PM Fiterman 310

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\*\***

Academic Institution	<input type="text"/>	
Report Type	<input type="text"/>	<input type="button" value="view report"/>

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.**