

# TRANSCRIPT OF ACADEMIC RECORD

## Official Transcripts

Official transcripts are ordered online (<https://registrar.buffalostate.edu/transcript-ordering/>). There is a \$9 fee per request. Online transcript orders that select the Buffalo State Registrar's Office pick-up option require proper photo ID at the time of pick-up. Transcript requests will not be processed for students who have incurred a financial obligation to the college.

## Unofficial Transcripts

Current students who know their Banner ID and PIN can access self-service Banner to view or print an unofficial transcript to assist in academic planning. There is no fee for viewing or printing an unofficial transcript. Unofficial Transcripts are not available to students in the spring and fall term during the final grading period. Unofficial transcripts are not available to students who do not have access to the Self Service Banner (SSB) portal.

## Verification of Records

Current students who have access to the Banner SSB portal (under student records tab) can print an online enrollment verification through Banner Self Service ([https://banner.buffalostate.edu/pls/PROD/twbkwbis.P\\_GenMenu/?name=homepage](https://banner.buffalostate.edu/pls/PROD/twbkwbis.P_GenMenu/?name=homepage)).