Fall 2022
UNH Transcript Ordering Process

The following document contains instructions on how to order official transcripts from UNH and how to access unofficial transcripts via the Verto Student Portal.

Official Transcripts

Channel Students

Verto will send transcripts on behalf of Channel students to their post-Verto partner school the week of December 20th. Channel Students do not need to request a transcript through the National Student Clearinghouse for Fall 2022.

Traditional Students

To Order Final Transcripts for end-of-term official grades from the University of New Haven - order after 12/1 for Fall 2022 semester transcript requests.

Visit the University of New Haven website for detailed transcript ordering information. Click “Transcript Ordering Services” and “Order Transcripts” to request.

- Transcripts are processed through the National Student Clearinghouse.
- UNH covers the cost of paper and electronic transcripts.
- Students will need their name, date of birth, and Student ID # OR Social Security # to place an order. Student ID is the student UNH Banner ID.
- Request transcripts to be sent electronically for official, digital transcripts
- Select “Yes” for currently enrolled at University of New Haven.
Key dates:

- Faculty submit final grades to UNH by **12/15**.
- UNH transcripts are anticipated to be available for all Verto programs by **12/20**.

**Note:** Transcripts can be ordered within 30 days of the end of the semester. Orders made more than 30 days in advance will be canceled.

**Step 1.** From the **University of New Haven website**, click **“Transcript Ordering Services”**

**Transcript Requests**

All requests for official transcripts are processed through a third party vendor. Please [click here](#) or the link below for ordering information. The University of New Haven will cover the cost of the transcript processing fee for both electronic and paper transcripts. Shipping and handling costs for paper transcript orders are the responsibility of the student.

| Transcript Ordering Services |

**Step 2.** **On the National Student Clearinghouse UNH page, click Order Transcripts**

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**University of New Haven Transcript Services**

*Please review the following information before submitting a request.*

**Important Information**

All transcripts are processed through the National Student Clearinghouse. Paper transcripts cannot be picked up on campus.
No Payments are Required - be sure to indicate you are a current UNH student on Step 3.

Step 3. Enter your student information.

Student ID is the UNH Banner ID (please see FAQs for more info on how to find your UNH Banner ID).

For a physical copy mailed to an institution of your choice, be sure you have the correct address to mail it. Addresses cannot be changed.

Select “Yes” to the question ‘Are you currently enrolled at the University of New Haven’ for a copy of your UNH Transcripts for your Verto semester abroad.

UNH covers the cost of the transcript fee whether it is paper or electronic. If it is paper, the student is responsible for mailing costs.
Unofficial Transcripts

To access unofficial transcripts, you will need to log in to the Student Portal where you accessed course registration, add/drop, midterm grades, etc.

Under the Grades tab, you will find the following screen:

Once you click the yellow “Request Unofficial Transcript” button, you will be prompted to send a request to the Verto Registrar. Click submit, and you will see a successful completion notification.
<table>
<thead>
<tr>
<th>CREDIT HOURS</th>
<th>MIDTERM LETTER GRADE</th>
<th>MIDTERM GRADE %</th>
<th>FINAL LETTER GRADE</th>
<th>FINAL GRADE %</th>
</tr>
</thead>
</table>

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FAQs

Where can I find my UNH Banner ID/Student ID #?

Your UNH Banner ID is located in your student portal under account details. All ID numbers are 8 digits that begin with two 0 e.g. “00123456.”

<table>
<thead>
<tr>
<th>Grades</th>
<th>Account Details</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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