

## Obtaining an Unofficial Transcript in DukeHub

**NOTE:** DukeHub can only be used for unofficial transcripts by all current students and students who have graduated or left Duke within the last year. Duke alumni and former students who no longer have access to DukeHub cannot request unofficial copies of their transcripts. Instead, please visit [our website](#) to submit your request for an official transcript.

- 1) After logging in to DukeHub and going to Student Home, navigate to the Forms & Requests panel. Click on Unofficial Transcript in the Academic Forms section to begin your request.

**NOTE:** You must turn off your browser's pop-up blocker before beginning your request. The transcript will be inaccessible otherwise. Instructions for turning off pop-up blockers can be found at the top of the Forms & Requests page.

The screenshot shows the top navigation bar of DukeHub with the following items: HOME, REGISTRATION, ACADEMICS, FINANCIAL AID, BURSAR, PLANNING, FORMS & REQUESTS (highlighted with a red arrow), and PROFILE. Below the navigation bar is a message: "Please turn off your pop-up blocker before downloading any form. Instructions can be found here." Below this is the "Academic Forms" section with four buttons: "Apply for Graduation" (with a green checkmark and "Applied" below it), "Enrollment Verification" (with "- No requests made" below it), "Request Transcripts" (with "Last request on 2017-09-03" below it), and "Unofficial Transcript" (circled in red).

- 2) Select Unofficial Transcript as your Report Type. Then click View Report to generate your transcript.

### 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

Report Type

#### Information For Students

This may take up to a minute to generate. We appreciate your patience.  
NOTE: Pop-up Blockers must be turned off to view the PDF file.

- 3) Your transcript will be generated as a PDF that you can either download and save or print directly from your browser.

**NOTE:** At this time, it is not advised to use Internet Explorer or Microsoft Edge to generate an unofficial transcript.

The image shows a PDF viewer interface. At the top left, the file name 'DU\_TSRTUNOFC.pdf' is displayed. In the center, the page number '1 / 6' is shown. On the right side, there are icons for refresh, download, and print. A red callout box points to the download and print icons, containing the text: 'Download or print your PDF using these options (shown in Chrome)'. Below the viewer, a blue header bar contains the text 'DUKE UNIVERSITY - Unofficial Transcript' and 'Page 1 of 4'.