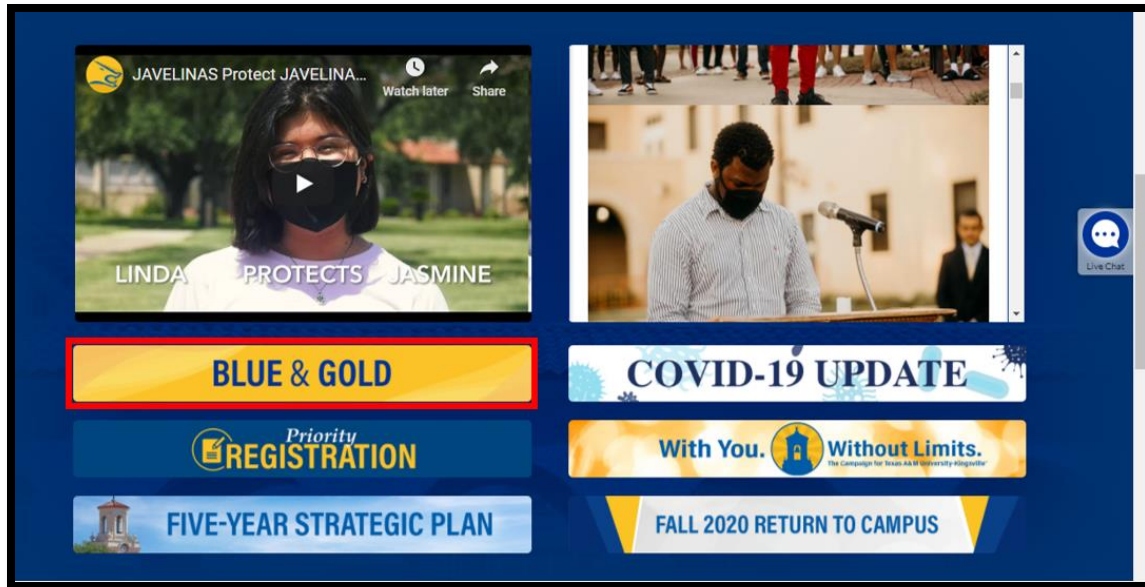# Unofficial Transcript

Step by Step Application Process

Texas A&M University-Kingsville

How to Obtain your Unofficial Transcript

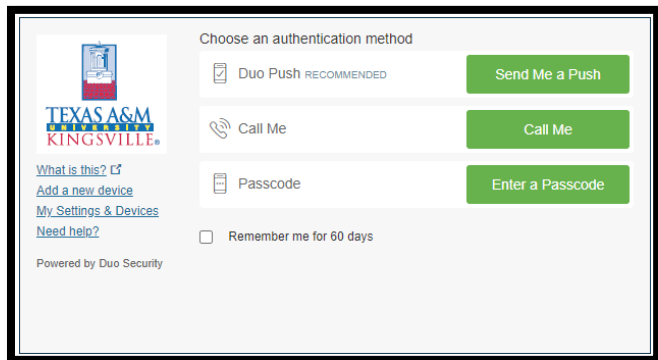**Go to www.tamuk.edu and scroll down to where you see Blue & Gold.**

2 Click on the **Admitted Students Icon** and Log In using your username (ku ID) and the same password you would use for JNET, and Blackboard. If you do not have access to Blue & Gold then click on the link provided below and fill out the Blue and Gold Password Reset form. Once you are done filling out the form please email it to the Registrar's Office at registrars@tamuk.edu as a PDF attachment.
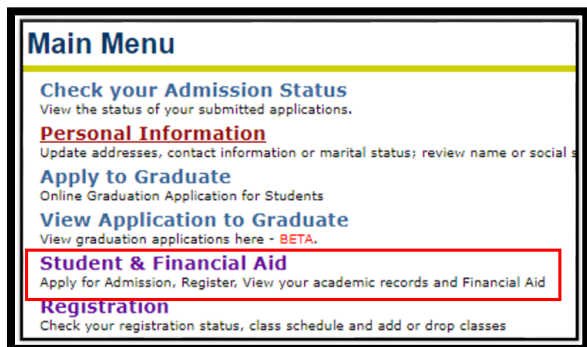
Blue and Gold Password Reset form

3 **IF** you have chosen to **authenticate using DUO** with your account, you will see a pop up like below. Click the option you wish to use as authentication and proceed.

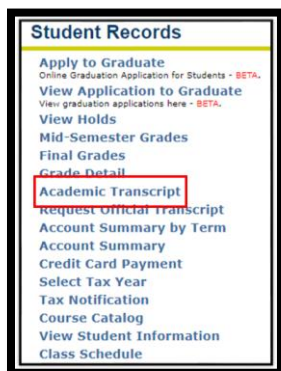**4** Once you are in Blue and Gold under the **Main Menu** click on **Student and Financial Aid**.

5 **Under the Student and Financial Aid** please click on **Student Records.**

6 Under **Student Records** click on **Academic Transcript.**

7 Select the level and type of transcript you wish to view then click Submit.

Transcript Level: This allows you to select which level you wish to view. It can be Undergraduate, Masters or Graduate, depending which level you are enrolled in.

Transcript Type: Select from the drop down box the transcript type you wish to view. Options:

- KING Unofficial Grad/ Doc
- KING Unofficial Undergrad
- Once you Select the Transcript of your choice click the submit button.

Academic Transcript Options

💬 Select the transcript level and transcript type.

Transcript Level: | All Levels ⌄ |
Transcript Type: | KING Unofficial Grad/Doc ⌄ |

| Submit |

After clicking Submit, your unofficial transcript will appear on your screen.