

Unofficial Transcript

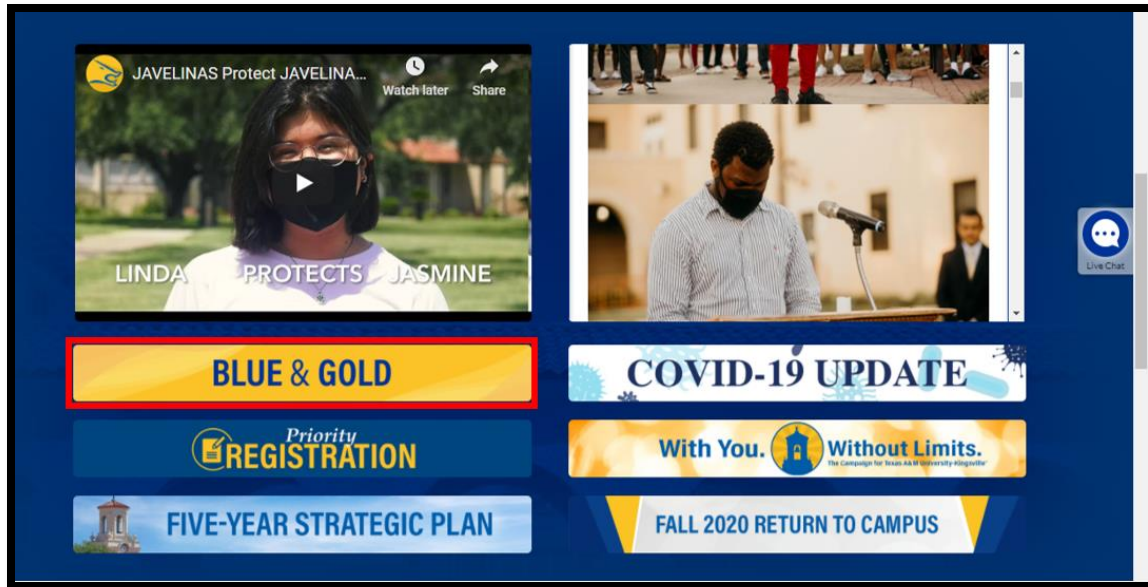
Step by Step Application Process

Texas A&M University-Kingsville

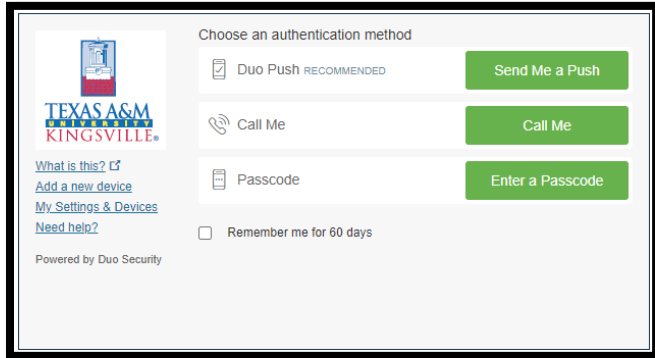
1

How to Obtain your Unofficial Transcript

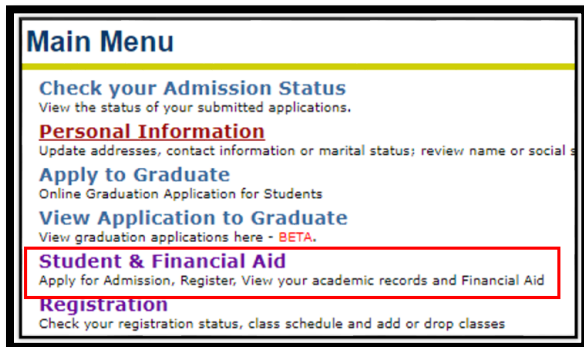
Go to www.tamuk.edu and scroll down to where you see Blue & Gold.



2 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.



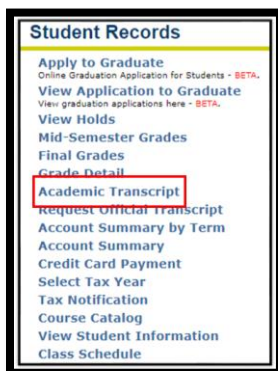
3 Once you are in Blue and Gold under the **Main Menu** click on **Student and Financial Aid**.



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



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



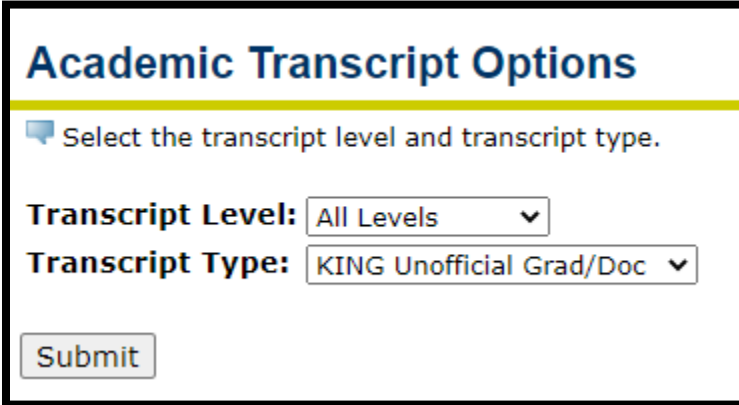
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Select the level and type of transcript you wish to view then click Submit.

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.



The screenshot shows a form titled "Academic Transcript Options" with a yellow header bar. Below the title is a blue speech bubble icon and the text "Select the transcript level and transcript type." There are two dropdown menus: "Transcript Level:" with "All Levels" selected, and "Transcript Type:" with "KING Unofficial Grad/Doc" selected. A "Submit" button is located at the bottom left of the form.

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