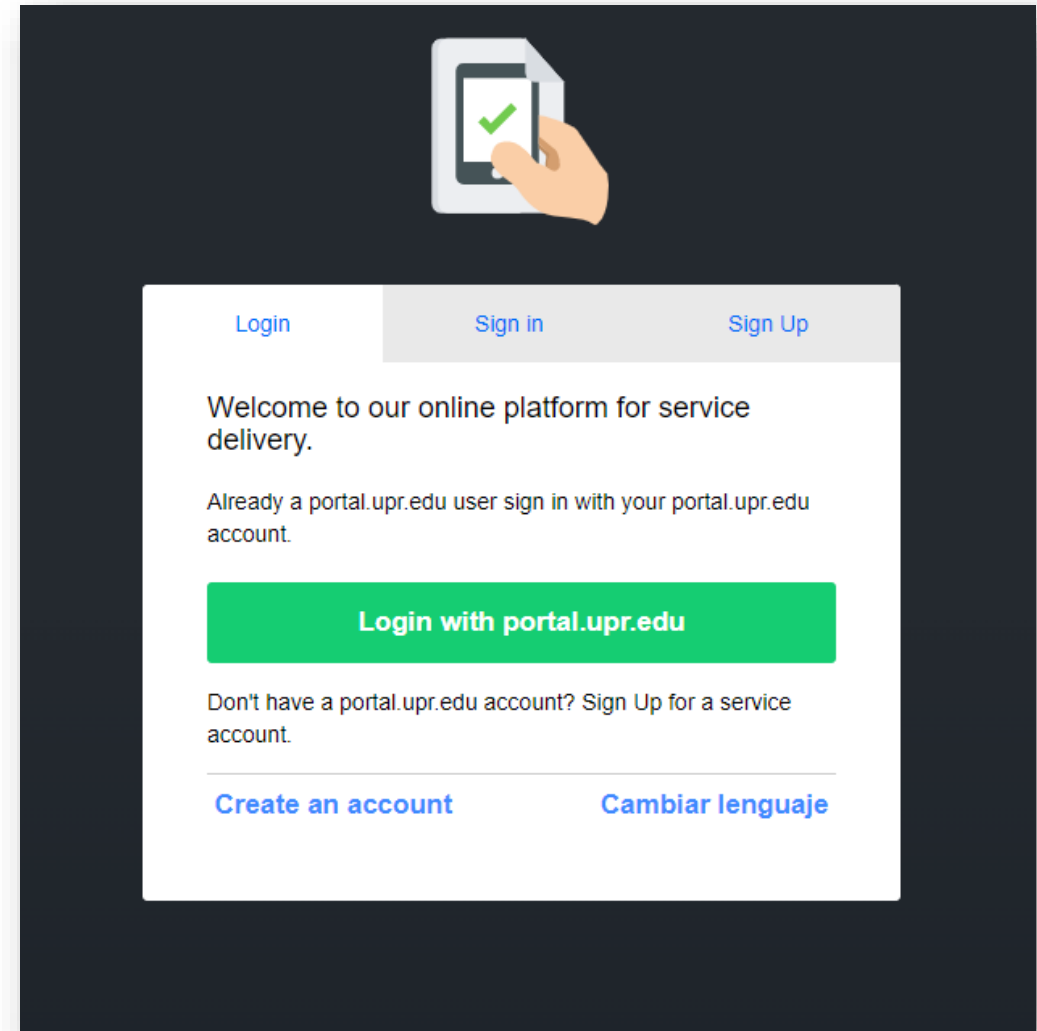




# How To: Order a Digital Transcript

# Step 1

- ▶ Go to <https://services.portal.upr.edu/>
- ▶ Log in with your UPR account



The screenshot shows a web application interface with a dark header bar containing a checkmark icon and the word "SERVICES". Below the header is a navigation bar with links for Home, Settings, My Requests, Locations, Services, and Sign Out. The main content area is titled "Select a location" and includes a sub-header: "Each Campus or location provide different services. To request a service from a campus make sure you select the correct location here." Two location options are listed: "RUM" (UPR - Recinto Universitario de Mayaguez) and "UPRA" (UPR - Arecibo), each with a "Select" button.

## Step 2

- ▶ Select the Campus/Location you wish to order a transcript from
  - ▶ For a transcript from UPRM select “RUM”.

# Step 3


- ▶ Look for “Transcripcion de Creditos / Academic Digital Transcript” under Services UPRM
  - ▶ Click “Start Request”
  - ▶ Transcripts cost \$5.00 each

The screenshot displays a web interface for 'SERVICES'. At the top, there is a navigation bar with a home icon, a gear icon, and a 'My Requests' button. Below this, there are tabs for 'Locations', 'Services', and a 'Sign Out' button. The main content area is titled 'Services RUM' and lists three service items, each with a document icon, a title, price, location, and a 'Start Request' link.

Service Name	Price	Location	Action
Transcripción de Créditos/Academic Transcript Digital	\$5.00	RUM	<a href="#">Start Request</a>
Solicitud Certificación Estudiante Regular (Estudiante Activo)	\$5.00	RUM	<a href="#">Start Request</a>
Solicitud de Graduación - TARDÍA	\$120.00	RUM	<a href="#">Start Request</a>

# Step 4

Fill in with your information and Submit

 **SERVICES**

[Home](#) [Settings](#) [Return](#) [Sign Out](#)

**Transcripción de Créditos/Academic Transcript Digital**  
Price: \$5.00 Location: RUM

Tipo de Envío \*

Nombre Completo \*

Numero Estudiante \*

Nombre de persona o Institución a enviarse \*

Correo electrónico a enviarse \*

Idioma de preferencia \*  
 Inglés  
 Español

¿Cómo interesa el expediente? \*  
 Con datos al día de hoy  
 Con cursos en progreso  
 Con notas del semestre en curso  
 Con grado pasado el record (SOLO para estudiantes que completen requisitos en la Colación de Grados 2022-Expedientes se procesan luego del 17 de junio de 2022)

\* Required Fields

Client: [REDACTED]

Account: [REDACTED]

Email Address: [REDACTED]

Amount: \$120.00

1 Payment Method

2 Payment Review

3 Payment Receipt

 Cards Quick Payment ACH

Card Number

Address

Expiration Date

Address 2

Name on Card

City

State

Zip Code

Phone

 -  - 

CANCEL

CONTINUE

[Return Policy](#)

7.4.0.2

# Step 5

- ▶ Continue to Payment
- ▶ Make sure you receive a receipt via your UPR email

If you have  
any questions  
regarding  
transcripts,  
please  
contact:

[registro@uprm.edu](mailto:registro@uprm.edu)