TRANSCRIPT REQUEST FOR CURRENT UTMB STUDENTS
Complete Request through MyStar

Step 1: Navigate to mystar.utmb.edu. Sign in with your User ID and Password then enter.

![Login Page]

Step 2: Next you will come to this page, click on Student Center.

![Student Center Page]

STEP 3: Under Academics, select “Transcript Request” from drop down menu, then click button.

![Transcript Request Page]

STEP 4: Type initial address information in the “Send To” box, then click “Edit Address” to enter the complete address.

![Edit Address Page]

Step 5: Type in the rest of the mailing address then click “OK”