

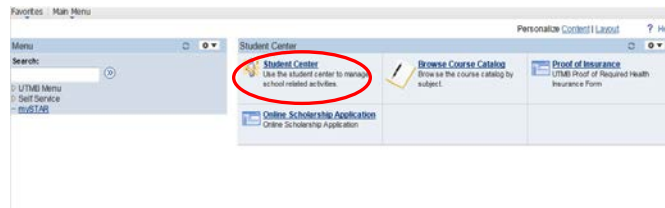
TRANSCRIPT REQUEST FOR CURRENT UTMB STUDENTS

Complete Request through MyStar

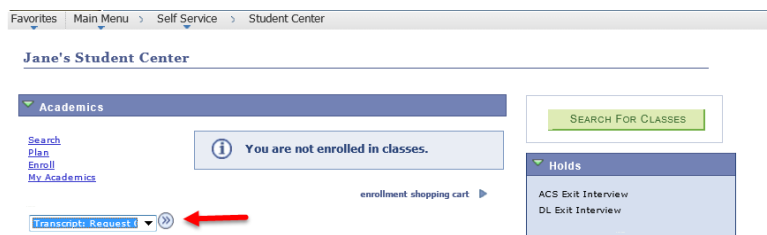
Step 1: Navigate to mystar.utmb.edu. Sign in with your User ID and Password then enter.



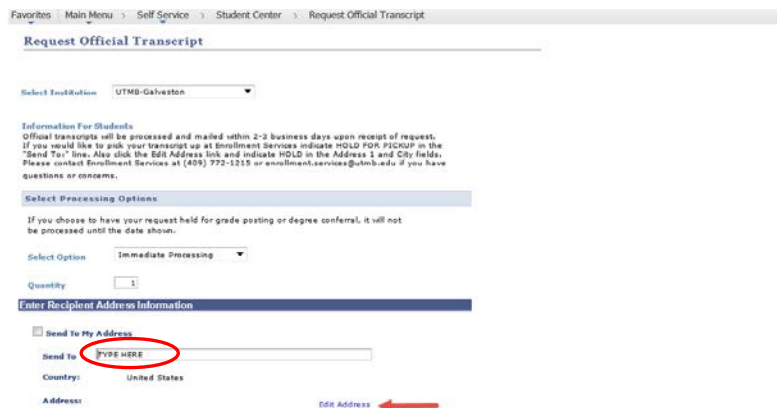
Step 2: Next you will come to this page, click on Student Center.



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



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



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

