Get Connected with PantherSoft!

How to Request an Official Transcript Online
Welcome

- This presentation demonstrates how students and alumni can use MyFIU from PantherSoft to request an official transcript online.
Students and Alumni can now order official transcripts online!

- You must have a **zero balance due** on your student account to order
- You **must not** have a hold that prevents you from obtaining a transcript
- You must pay for each transcript before you order another one
- Online transcript requests are processed and mailed nightly by the Office of the Registrar
NOTE:

- If your transcript information is not in PantherSoft, you will be directed to the FIU Transcript Request Form. Complete the form and submit it in person or by mail to the Office of the Registrar.
Alumni should click the Transcripts for Alumni link.

Log in using your Panther ID and MyAccounts password.
Click the drop down arrow in other academic...
Highlight **Transcript Request Off** and click the Go button.
Select Report Type based on UGRD/GRAD, LAW or MED careers

Complete the Recipient Address Information and click SUBMIT
This is your confirmation. Click the Make a Payment link to complete the transaction. Transcript requests are not processed until payment is made.
You can see the Transcript Charge - follow the steps to make a payment. When all due charges are satisfied, the transcript request is processed.