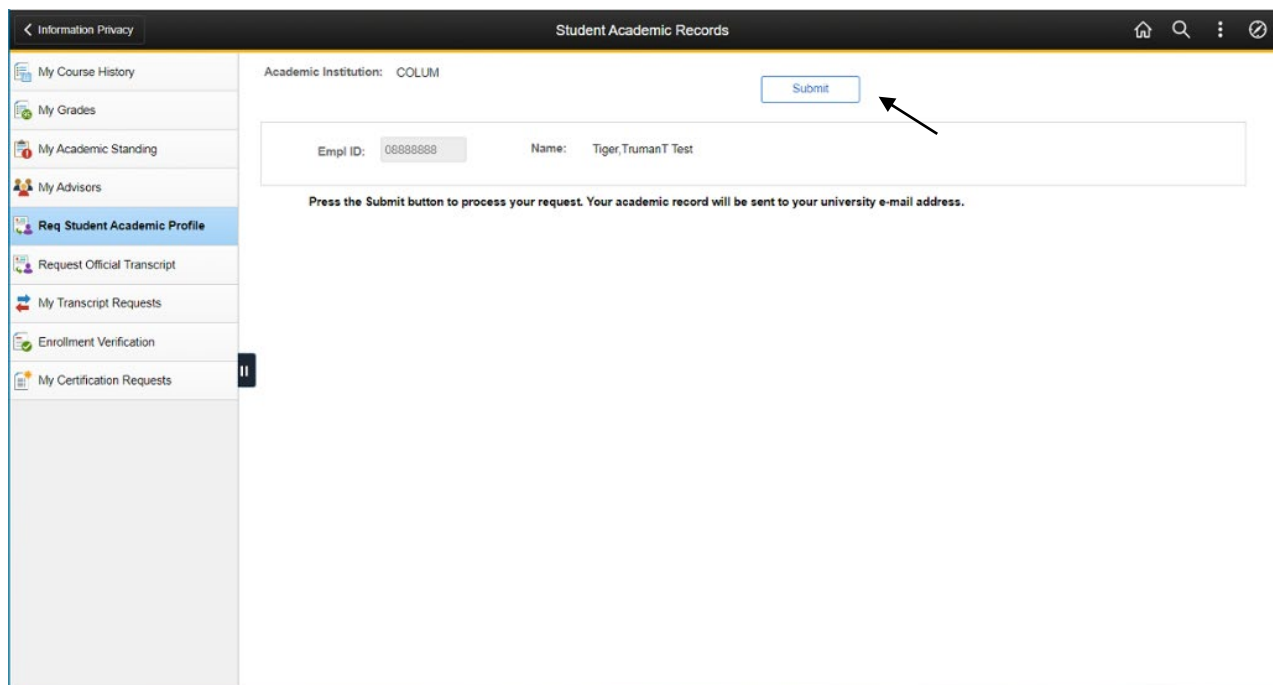


How to Obtain an Unofficial Academic Record in myZou Current and Former MU students

Note: These instructions only apply to **students who apply for graduate admissions and have access to myZou**. Former students (who attended MU from 2006 and beyond) should still have access to **myZou** even after leaving MU. If you do not have access to **myZou**, please contact the Graduate School for assistance. The Graduate School can only provide unofficial academic records to current or former MU students applying for graduate admission at MU; we are not authorized to provide these documents for any other purpose.

A **student academic profile** is a copy of your academic history at Mizzou, including information on courses, grades, test scores, degrees, and day/month of your birth. This profile is what some might refer to as an unofficial transcript. Request an academic profile in myZou and a PDF will be sent to your official MU email account.

To obtain the **student academic profile**, log on to [myZou](#), and navigate to **Student Center > Academic Records > Req Student Academic Profile**. Click on the **Submit** button to request. Your student academic profile will be sent to your university's email address.



The screenshot shows the 'Req Student Academic Profile' form in the myZou system. The page title is 'Student Academic Records'. On the left is a navigation menu with options: My Course History, My Grades, My Academic Standing, My Advisors, **Req Student Academic Profile** (highlighted), Request Official Transcript, My Transcript Requests, Enrollment Verification, and My Certification Requests. The main content area shows 'Academic Institution: COLUM' and a 'Submit' button. Below this, there are input fields for 'Empl ID: 08888888' and 'Name: Tiger, Truman T Test'. A black arrow points to the 'Submit' button. At the bottom of the form, it says: 'Press the Submit button to process your request. Your academic record will be sent to your university e-mail address.'

If accepted by an academic program, MU students do not have to provide an official transcript to the Graduate Admissions office. Grades and degree(s) will be verified in myZou.

For assistance with your MU academic record, please send an email to gradadmin@missouri.edu.