STUDENT
SERVICES
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TEAM

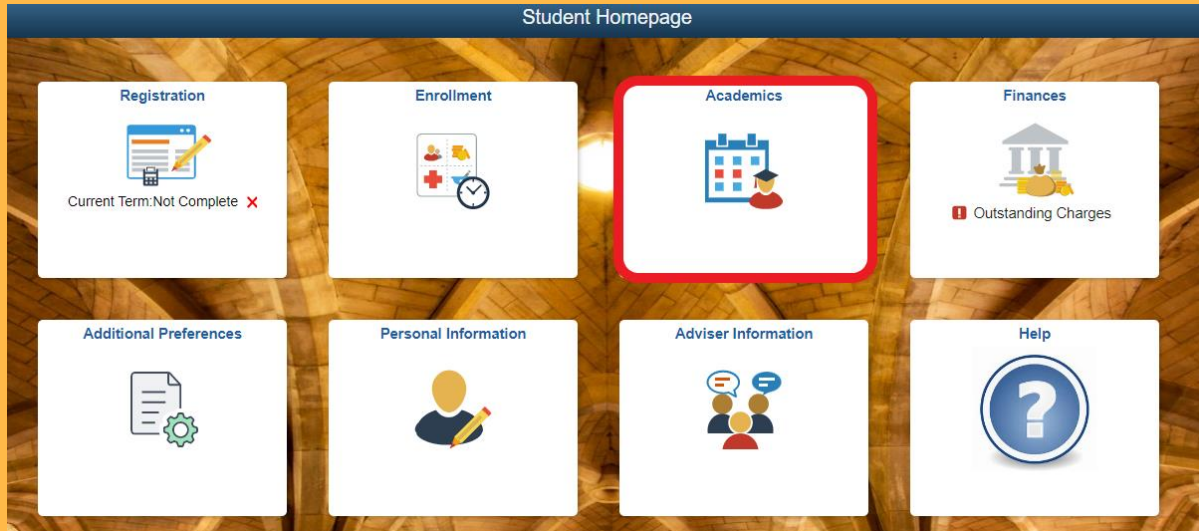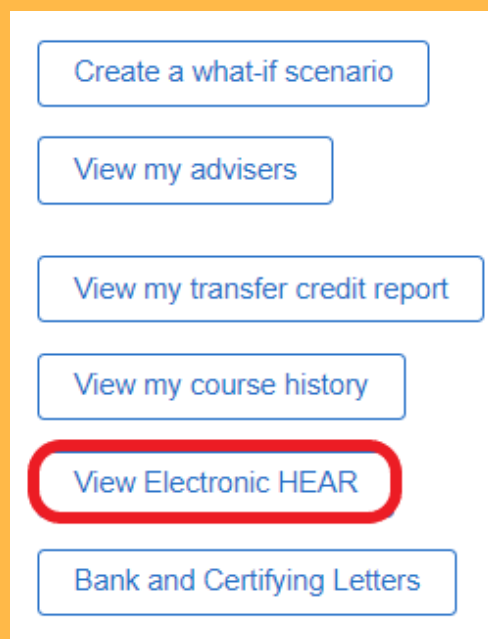www.glasgow.ac.uk/sset

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How to print your transcript (HEAR)

1. Log in to MyCampus and select the Academics tile from the Student Homepage.

2. Click on the View Electronic HEAR link.

View Report

Choose an institution and report type and press View Report

This process may take a few minutes to complete. Please do not press any other buttons or links while processing is taking place

Academic Institution: University of Glasgow

Report Type: [ ]

View Report

Information For Students

View All Requested Reports

3. Select the Electronic HEAR option from the dropdown menu and click on the View Report button. Your Transcript should open in a new window or tab as a PDF.

4. Alternatively, if you wish to see previous reports you have generated, you can do so by clicking on the View All Requested Reports button.

Please note, SSET will not stamp any Transcripts that you produce yourself. If you require a stamped Transcript, please request a stamped Transcript via the UofG Helpdesk. Alternatively, you may visit the Student Services Desk on Level 2 of the Fraser Building.

If there is academic information missing or incorrect on your Transcript, you should contact your School or College office. If there is non-academic information missing, please contact SSET in the first instance.