



**LEHMAN**  
COLLEGE



**Office of the Registrar**

# How to View Your Unofficial Transcript in CUNYfirst 9.2

## Student Instructions

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**Students are able to use their CUNYfirst account to view, print, or save their unofficial transcript in PDF format. When accessing the unofficial transcript, you must disable your browser's pop-up blocker settings as the transcript opens as a PDF in a new tab/window.**

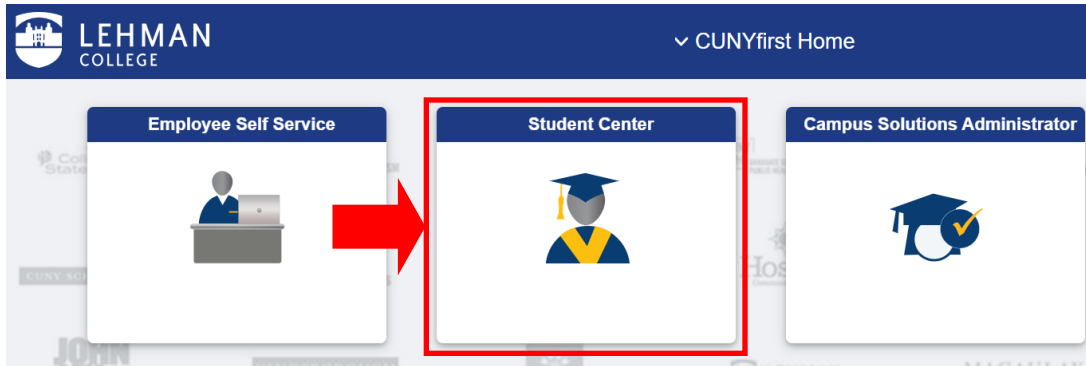


**Office of the Registrar** | 250 Bedford Park Boulevard West | Shuster Hall Room 102 | Bronx, NY 10468  
Live Chat: <https://www.lehman.edu/registrar/index.php>

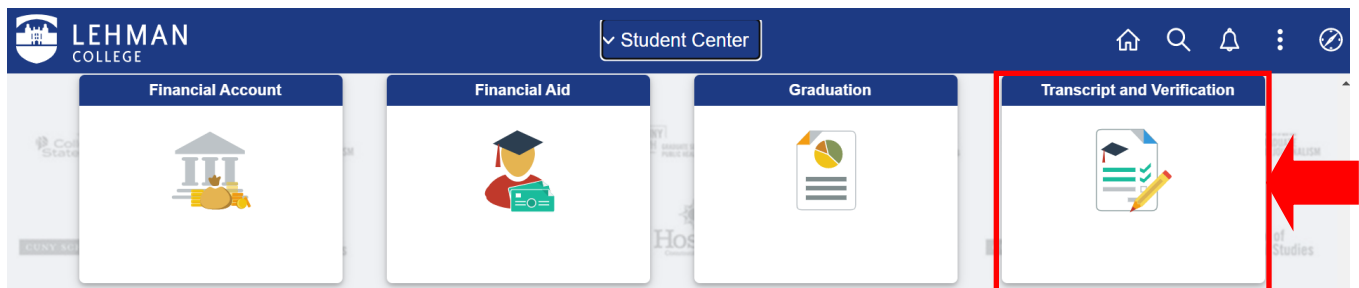
## HOW TO VIEW YOUR UNOFFICIAL TRANSCRIPT IN CUNYFIRST

**NOTE:** You will need to disable your pop-up blocker setting for CUNYfirst in order to view your unofficial transcript, which will appear as a PDF in another tab/window. It may take a minute for the transcript to load.

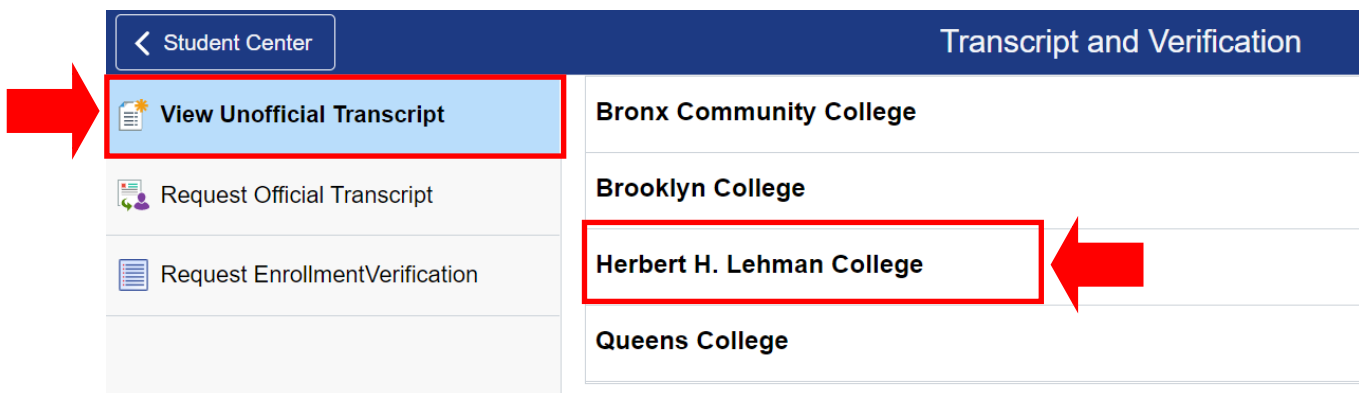
1. Log onto [CUNYfirst](#) and from your **CUNYfirst Home** Page, click on the “**Student Center**” file



2. Click on the “**Transcript and Verification**” file in your Student Center.



3. Click on “**View Unofficial Transcript**” on the left-hand navigation and select the institution you are looking to review if you have more than one institution listed.



4. Ensure the “**Report Type**” is set to “**Student Unofficial Transcript**” and then click on “**Submit.**”

The screenshot shows the 'Student Center' interface for 'Herbert H. Lehman College'. The 'Transcript and Verification' section is active. The 'View Unofficial Transcript' button is highlighted, and a dropdown menu is open, showing 'Student Unofficial Transcript' selected. A red arrow points to the 'Submit' button.

5. After you click on the Submit button, your unofficial transcript will pop-up as a PDF document in another tab for your review.

Page 1 of 3

**Lehman Student Copy Undergraduate Record**

**Name:**  
**Student ID:**

Birthdate:  
Student Address:

Print Date:

Other Institutions Attended:

Course	Description	Earn	Grd
Instructor:	Exclude Credit & GPA		
Repeated:	PHI 172	3.00	B
Req Designation:	Contemp Moral Issues		
Contact Hours:	Flexible Core - Individual and Society		
Course Attributes:	3.00		
Instructor:	Day		
		<u>Attempt</u>	<u>Earn</u>
Term GPA:	2.809	15.00	11.00

----- **Beginning of Undergraduate Record** -----

2011 Fall Term			
Undeclared Major			
Course	Description	Earn	Grd
ANT 212	Anc Peoples&Culture	3.00	B
Req Designation:	Flexible Core - Scientific World		
Contact Hours:	3.00		
Instructor:			
BIO 166	Prin Bio:Cells&Genes	4.00	B-
Req Designation:	Required Core - Life and Physical Sciences		
Contact Hours:	6.00		
Instructor:			
ENG 110	Prin Effectv Wrtnng I	3.00	B+
Contact Hours:	4.00		
Instructor:			

2012 Fall Term			
Undeclared Major			
Academic Standing Effective 03/13/2013: Good Academic Standing			
Course	Description	Earn	Grd
GEH 235	Conservatn Of Environ	0.00	W
Req Designation:	Flexible Core - Scientific World		
Contact Hours:	3.00		
Course Attributes:	Day		
Instructor:			
MSH 114	Intro To Music 1	3.00	A
Req Designation:	Flexible Core - Creative Expression		
Contact Hours:	3.00		
Course Attributes:	Day		
Instructor:			
PRS 213	Puerto Rican Culture	3.00	A-

## Congratulations

**You may now view, print, or save your unofficial transcript !**

**For additional notes regarding this transcript, continue on to page 4**

## Additional Notes

1. This is an unofficial student copy of your academic record. To order an official copy of your transcript, you can use the “**Request Official Transcript**” option in the “**Transcript and Verification**” tile. Former students or students without access to CUNYfirst may place an order for an official transcript directly with [Credentials](#).
2. Students with a Negative Service Indicator on their CUNYfirst record will not be able to generate this transcript until the indicator has been removed. To do so, contact the appropriate department/office that placed the hold.
3. Students who attended Lehman College prior to 2012 may not be able to obtain their transcripts using this method. If this is the case, follow the instructions listed in additional note #1.
4. Any questions/inquiries regarding your transcript may be sent to the Office of the Registrar to [Records.Transcripts@Lehman.Cuny.Edu](mailto:Records.Transcripts@Lehman.Cuny.Edu).