

Online Transcript Request User Manual

Prepared by: Banner Team



Dear Student,

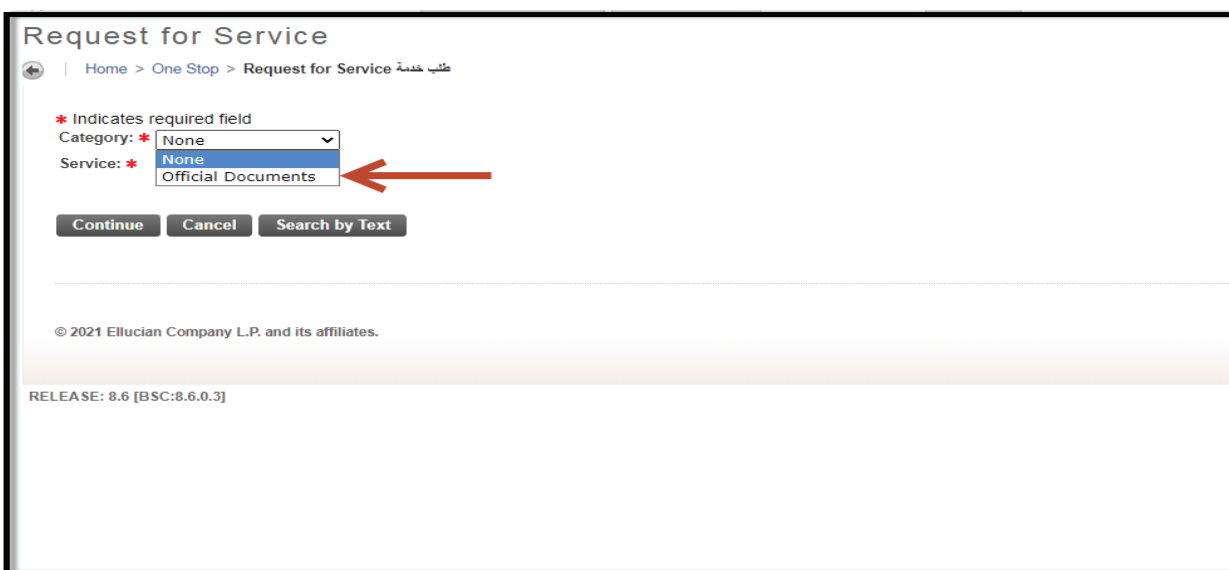
In accordance with Qatar University continuous improvement of enrollment services, the online transcript requests have been activated through Banner Self Service. Students can request an official transcript and monitor the request status until s/he receives it which saves student time and effort.

1- Request official Transcript

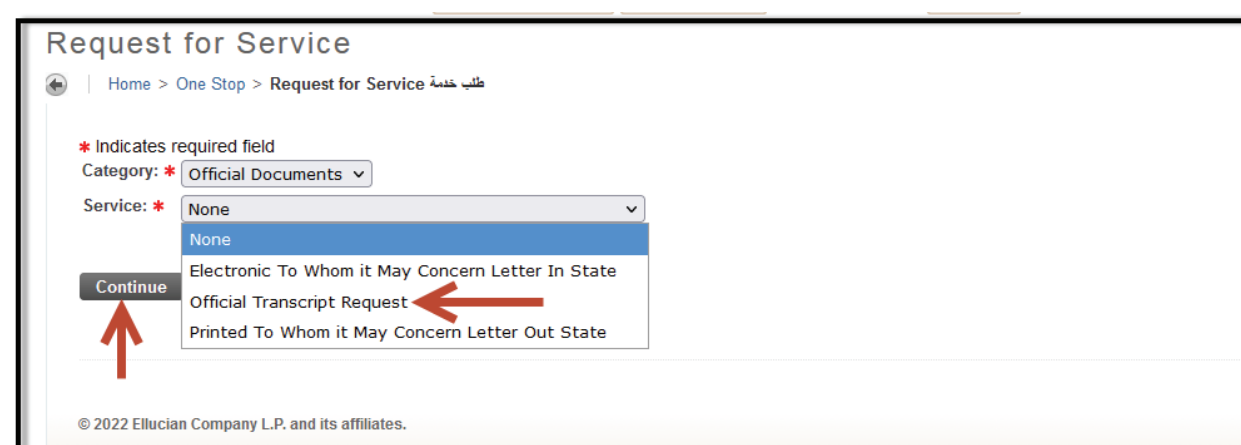
- Click on Request for Service under One Stop menu.



- Select Official Documents in the field Category.



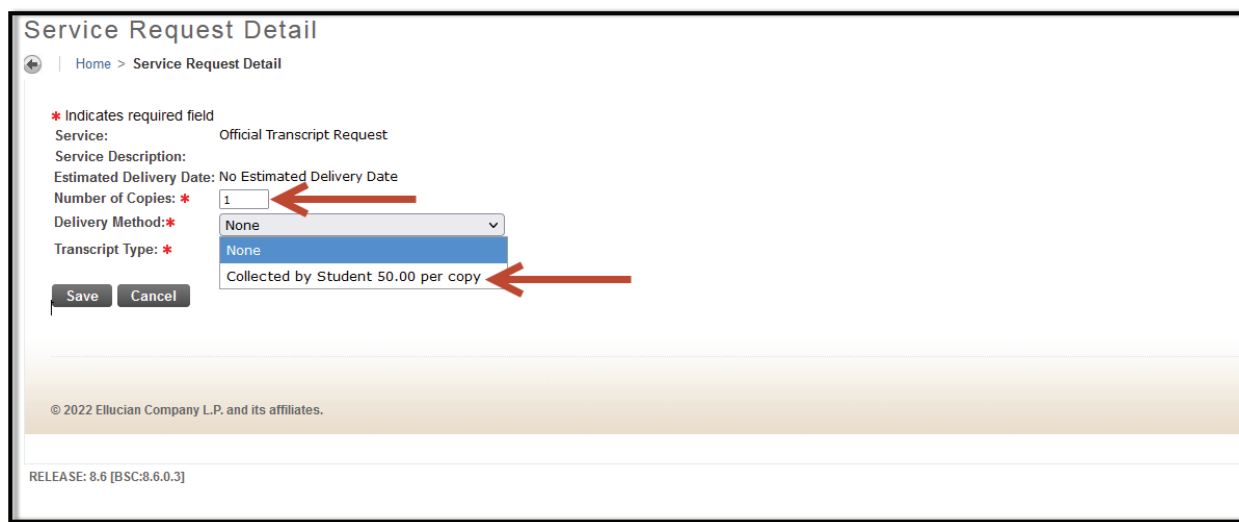
- Select Official Transcript Request in the field Service and then click on Continue button.



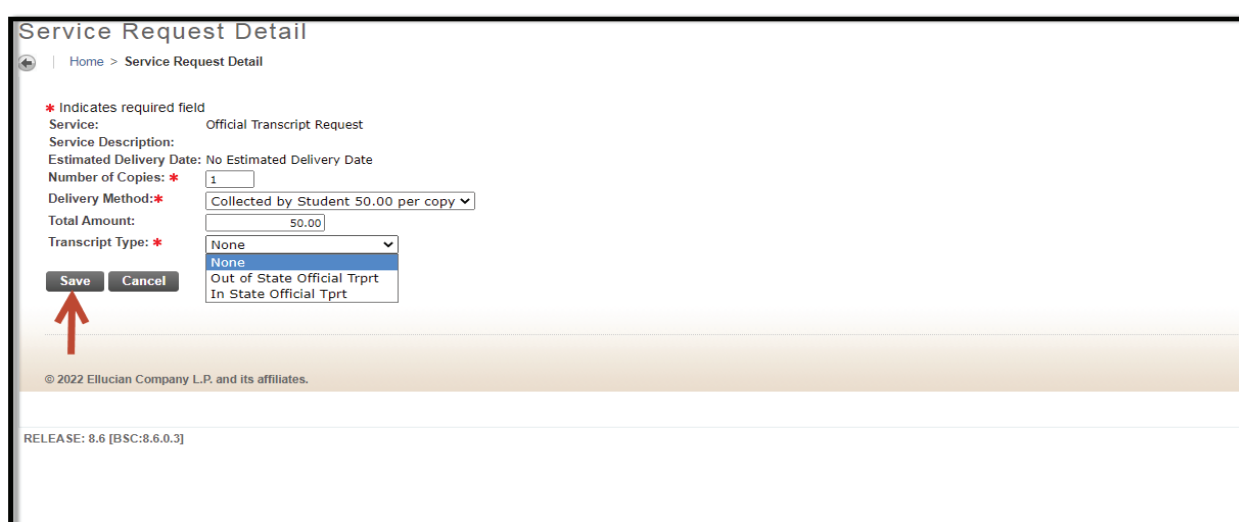
- The service information will be displayed in the page below. After reading the service information, click on **Continue** button.



- Insert number of copy and select the Delivery Method as shown below.



- Select the Transcript Type in the field.

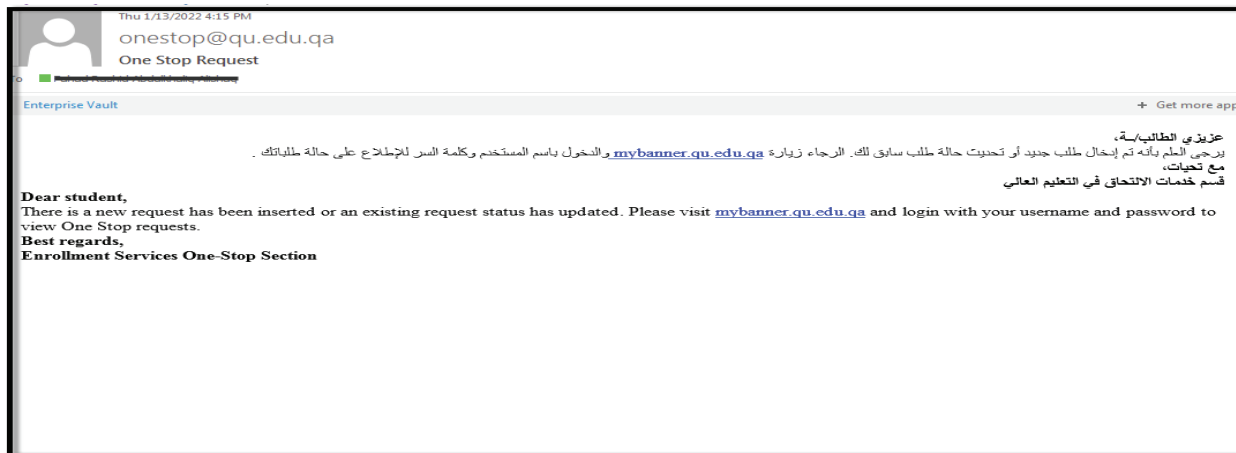


Type	Description
Out of State Transcript	The printed transcript will be used outside State of Qatar and bear a notarized stamp for Ministry of Foreign Affairs.
In State Transcript	The printed transcript will be used inside State of Qatar for public and private sector.

- Select Level and click on Save button as shown below.

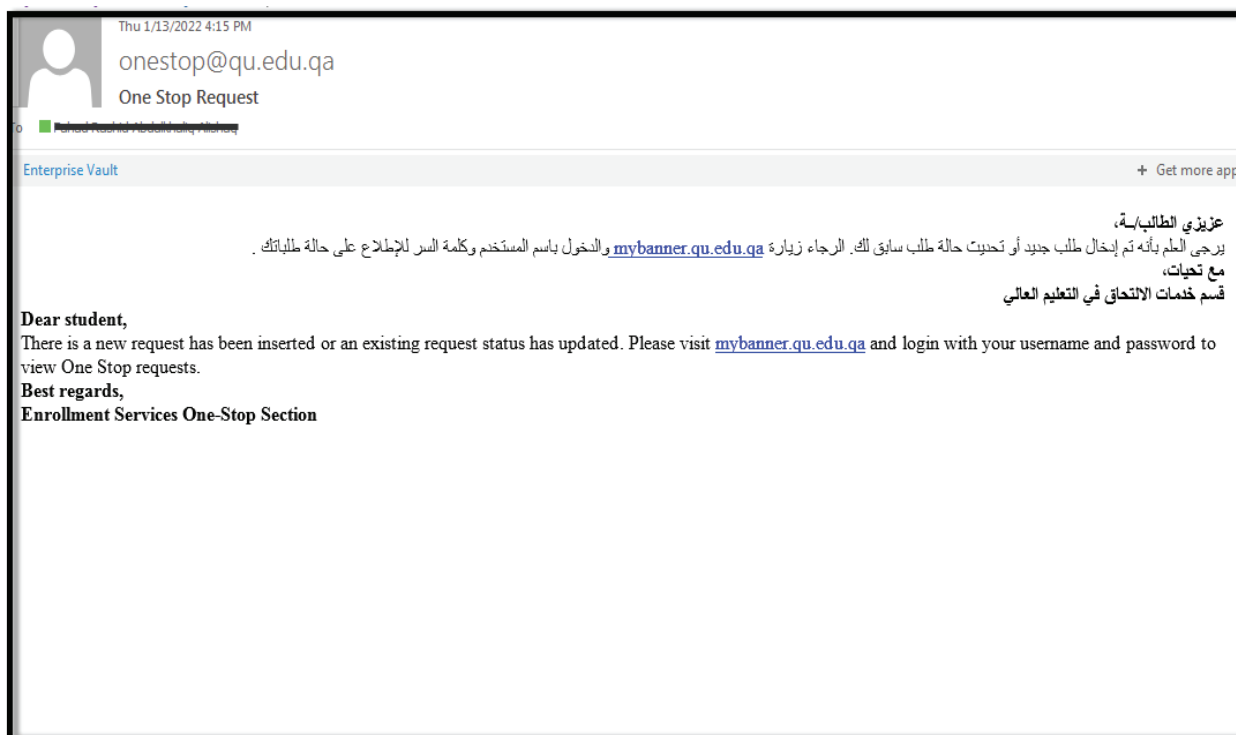
The screenshot shows a form with a 'Level: *' label. A dropdown menu is open, showing 'None' (selected) and 'Undergraduate'. Below the dropdown are 'Save' and 'Cancel' buttons.

- After saving your request, you will receive a confirmation email as shown below.

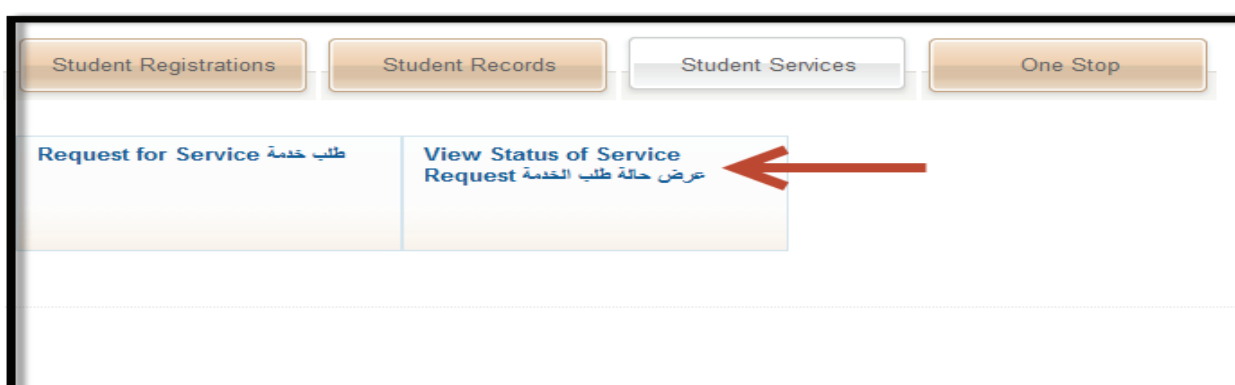


2- Track official Transcript Request Status

- You will receive a general email from One Stop indicating that there is an update on your request and you need to login into MyBanner Self-Service to view the status.



- Click on View Status of Service Request under One Stop menu after logging into MyBanner Self-Service.



- For In-State Official Transcript request, Visit Office status will be shown and you need come to the campus in order to print the transcript.

View Status of Service Request

Home > One Stop > View Status of Service Request عرض حالة طلب الخدمة

Requested Services

Service Number	Estimated Delivery Date	Entry Date	Service	Delivery Date	Status
50	No Estimated Delivery Date	Jan 13, 2022	Official Transcript Request	No Delivery Date	Visit Office

- For Out-State Official Transcript request, Ready for pick up status means that the transcript has be printed and the student has been charged. You just need to come to the campus and pick your transcript.

View Status of Service Request

Home > One Stop > View Status of Service Request عرض حالة طلب الخدمة

Requested Services

Service Number	Estimated Delivery Date	Entry Date	Service	Delivery Date	Status
46	No Estimated Delivery Date	Jan 10, 2022	Official Transcript Request	No Delivery Date	Visit Office
45	No Estimated Delivery Date	Jan 03, 2022	Official Transcript Request	No Delivery Date	Visit Office
44	No Estimated Delivery Date	Jan 01, 2022	Official Transcript Request	No Delivery Date	Ready for pick up

- After the student collect the transcript, the status will be changed to Collected by Student.

View Status of Service Request

Home > One Stop > View Status of Service Request عرض حالة طلب الخدمة

Requested Services

Service Number	Estimated Delivery Date	Entry Date	Service	Delivery Date	Status
46	No Estimated Delivery Date	Jan 10, 2022	Official Transcript Request	No Delivery Date	Visit Office
45	No Estimated Delivery Date	Jan 03, 2022	Official Transcript Request	No Delivery Date	Visit Office
44	No Estimated Delivery Date	Jan 01, 2022	Official Transcript Request	No Delivery Date	Collected by Student