




UNIVERSITY OF ARKANSAS **RICH MOUNTAIN**

OFFICE OF FINANCIAL AID

For current students attending UA Rich Mountain as a degree seeking student, you can upload a copy of your transcript. This is considered official. You do not have to request this document from the Registrar's Office. When you need to upload a transcript in Award Spring scholarship application, you can follow the below steps.

Use the following steps to upload your UA Rich Mountain transcript:

1. Log in to your student portal
2. Scroll down in the menu list to find "My Transcript"
3. Select "Letter Transcript"
4. Click on the Printer icon  on the top left of the screen
5. See the "Destination" drop down box and change from Default to "Save as PDF"
6. Click Save
7. Choose a destination on your computer for the file (desktop or hard drive)
8. Name the file: unofficial transcript + your full name
9. Save
10. Upload that file in Section 2 (Academic) of the online scholarship application