How to Obtain an Unofficial Academic Record in myZou

Current and Former MU students

Note: These instructions only apply to students who 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.

1. After logging on to myZou, navigate to your Student Center. The Student Center is located under Main Menu -> Self Service -> Student Center.

2. In the student center, in the “Academics” portion of the page, you should see a drop-down menu labeled “other academic...”. Select “Student Academic Profile” from the menu, then click the blue button next to the menu.

3. On the next screen, you should see the Student Academic Profile menu, with your student information filled in. Press the Submit button to process your request. The unofficial transcript will be sent to your Mizzou email address. If you no longer have an active Mizzou email address, the transcript will be sent to whatever preferred email address you have listed in myZou.

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

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