THE UNIVERSITY OF HONG KONG
香 港 大 學

How to view Student Copy of Academic Transcript in SIS

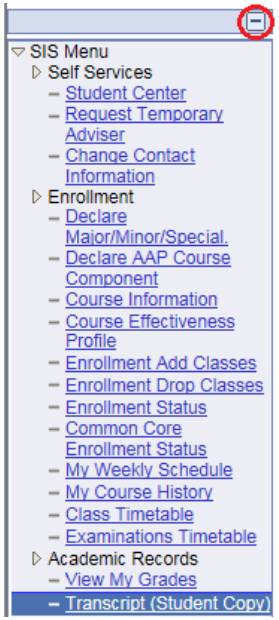
(for full-time students under the 4-year undergraduate curriculum only, excluding exchange/visiting students)

1. How to View the Transcript (Student Copy)

Login to HKU Portal. You will be directed to the SIS Main Menu. Go to **SIS Menu > Academic Records > Transcript (Student Copy)**.

2. How to Print/Save the Transcript (Student Copy)

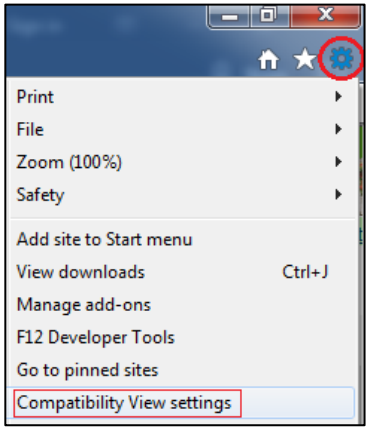
Step 1. Click the "-" button to minimize the SIS Menu.

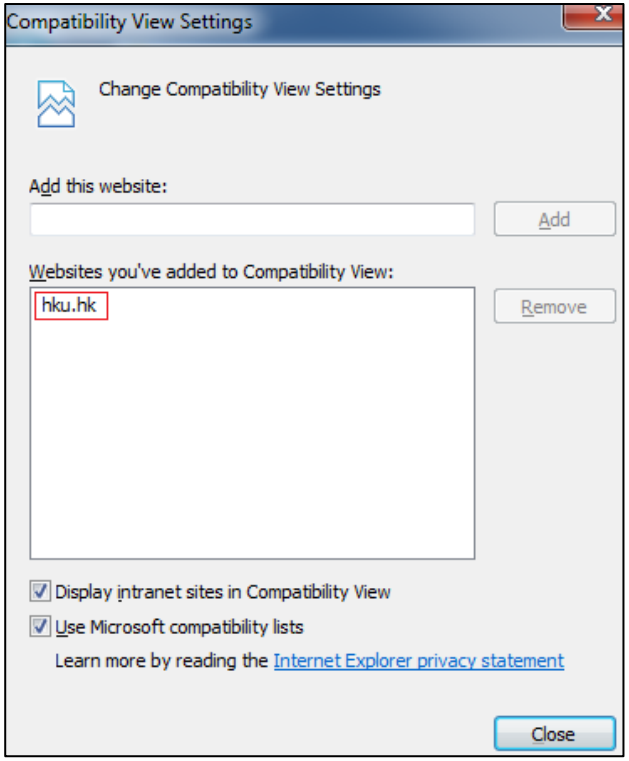


Step 2. (Depending on the browser you use. Points (a)-(c) below are the supported browsers.)

(a) For Internet Explorer

(i) Click the "**Tools**" icon > "**Compatibility View settings**" > add **hku.hk** if it has not been added.

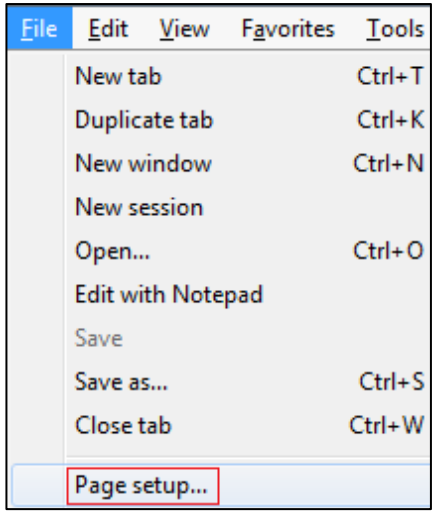


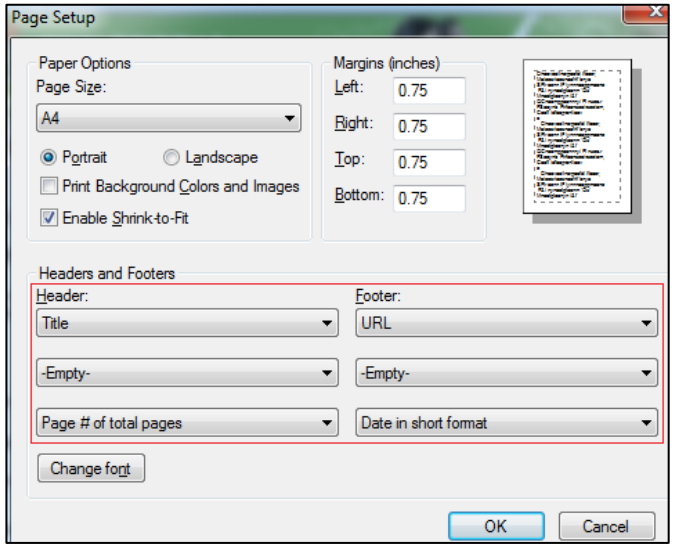


(ii) Click on anywhere within the transcript content. (This enables the browser to recognize the selected frame of webpage to be printed.)

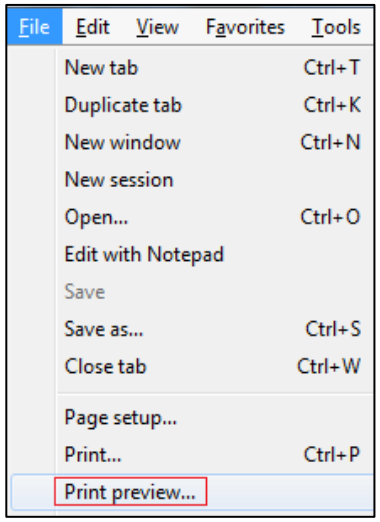
(iii) Press the **Alt** key on your keyboard. The browser's menu bar will be shown on top.

(iv) If you want to remove any headers/footers from the page, click "**File**" > "**Page setup**" > select "**Empty**" for those header/footer options as necessary > click "**OK**".

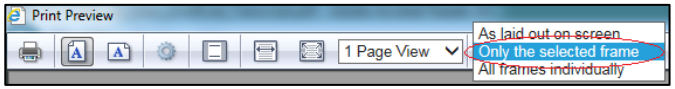




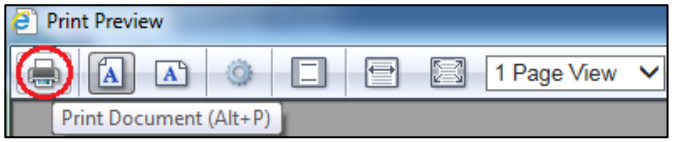
(v) To print/save the Transcript (Student Copy), click "**File**" > "**Print preview**".



(vi) Select "**Only the selected frame**" to be printed.



(vii) By clicking the "**Print Document**" icon,

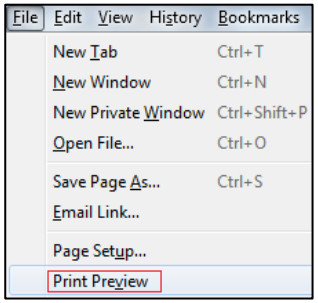


you can either:

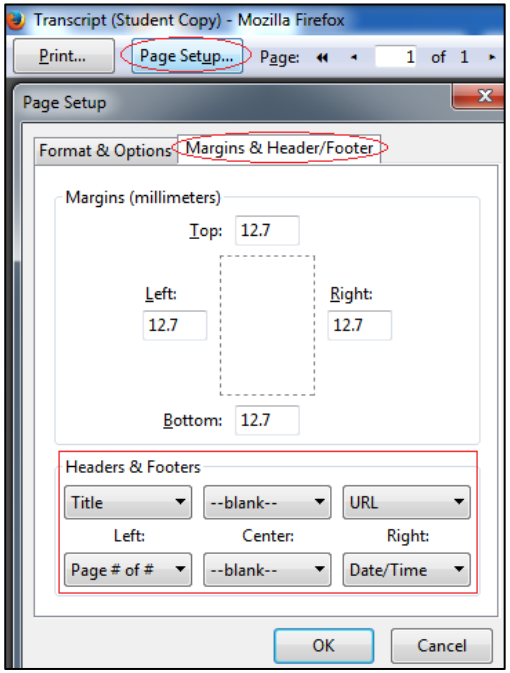
- **print the page** by selecting the designated printer; or
- **save the page as PDF file** by selecting the "PDF Printer" (if any). If you do not have any "PDF Printer" on your personal computer, you can use the computers (installed with the PDF-XChange software) in the PC laboratories of Information Technology Services or your faculty.

(b) For Firefox

(i) Press the **Alt** key on your keyboard. The browser's menu bar will be shown on top. Click "**File**" > "**Print Preview**".

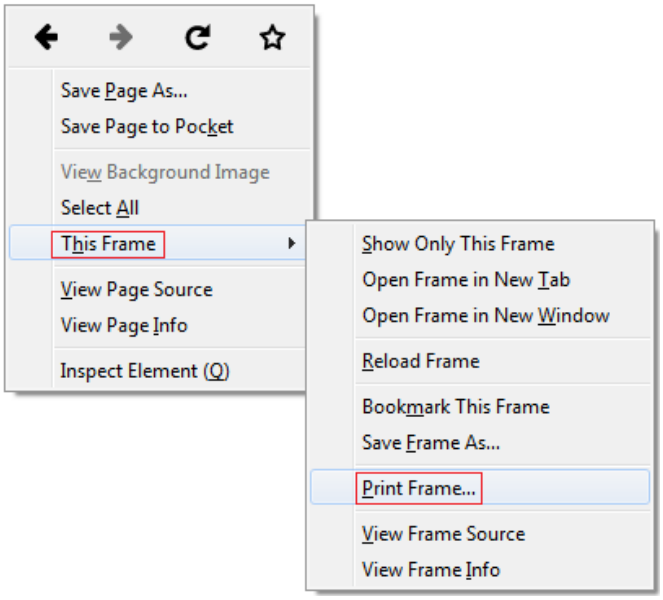


(ii) If you want to remove any headers/footers from the page, click "**Page Setup**" > "**Margins & Header/Footer**" tab > select "**blank**" for those header/footer options as necessary > click "**OK**".



(iii) Click "**Close**" to close the print preview.

(iv) Right-click on anywhere within the transcript content > click "**This Frame**" > "**Print Frame**".



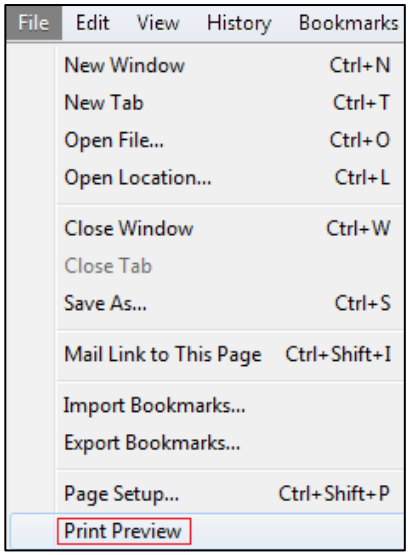
You can either:

- **print the page** by selecting the designated printer; or
- **save the page as PDF file** by selecting the "PDF Printer" (if any). If you do not have any "PDF Printer" on your personal computer, you can use the computers (installed with the PDF-XChange software) in the PC laboratories of Information Technology Services or your faculty.

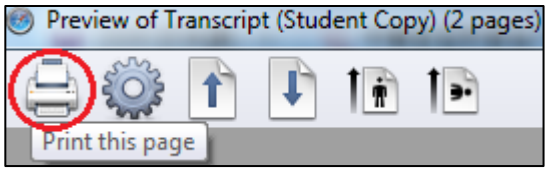
(c) For Safari

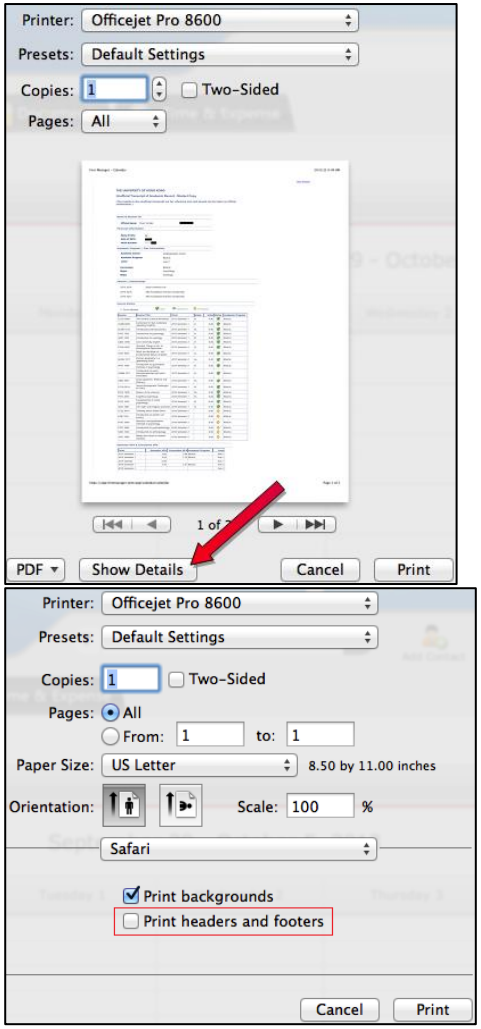
(i) Click on anywhere within the transcript content. (This enables the browser to recognize the selected frame of webpage to be printed.)

(ii) Press the **Alt** key on your keyboard. The browser's menu bar will be shown on top. Click "**File**" > "**Print Preview**".



(iii) If you want to remove the headers and footers from the page, click the "**Print this page**" icon > "**Show Details**" button > uncheck the "**Print headers and footers**" checkbox.





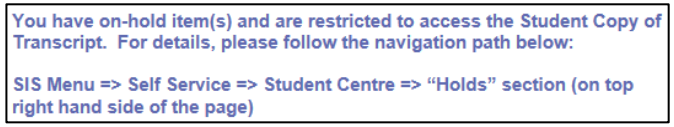
(iv) By clicking the "**Print**" button, you can either:

- **print the page** by selecting the designated printer; or
- **save the page as PDF file** by selecting the "PDF Printer" (if any). If you do not have any "PDF Printer" on your personal computer, you can use the computers (installed with the PDF-XChange software) in the PC laboratories of Information Technology Services or your faculty.

Remarks:

(i) If you have any on-hold items, you are not allowed to access the Transcript (Student Copy). The on-hold items (if any) would be shown under the Holds section (right-hand side of the "Student Center" page).

After accessing the Transcript (Student Copy), the following message will be shown.



(ii) If you are not eligible to view the Transcript (Student Copy), the message "No matching values were found" will be shown.

(iii) For enquiries on the content of the Transcript (Student Copy), please contact the Academic Services Office (email: asoffice@hku.hk; tel: 28592433).