

Unofficial transcripts are often required when submitting an application for a position. They are also required, at times, for a variety of other purposes: fellowships applications and internship opportunities among them.

Please follow the instructions below to obtain a copy of your Amherst College unofficial transcript. Only currently enrolled students have access to unofficial transcripts. Alumni must request official transcripts from the Registrar's office.

1. Log into ACDATA at <https://acdata.amherst.edu> using your Amherst College network username and password.
2. Select the purple Log In block below the college seal in the upper left corner of the next page.
3. At the top of the right column, select the Transcript link.
4. Open your transcript--if you cannot do so, or have other problems accessing your transcript at this step, call the Registrar at (413) 542-2226.
5. Select / highlight the text to copy and paste the entire transcript into a Word document or other word processor.
6. Save the Word document to your desktop or your college network drive.
7. You must edit this document to be no longer than one page and to "clean up" the formatting which will look odd after cutting and pasting. You'll need to use a combination of spaces and tabs to reformat the transcript.
8. Reformatting will take a bit time but it's essential to present a clear, compact transcript. **PLEASE SEE THE SAMPLE AMHERST COLLEGE TRANSCRIPT ON THE NEXT PAGE** and follow it in editing your own transcript. Do not use the purple header text in your own document.
9. Save your edited unofficial transcript in PDF format: PDFs maintain their formatting and work best in Quest and for most other needs. You may have to go back and edit your Word document, so save that as well.

See sample transcript on next page >>>>

UNOFFICIAL TRANSCRIPTS

UNOFFICIAL TRANSCRIPTS | SAMPLE

UNOFFICIAL TRANSCRIPT FOR [YOUR NAME] CLASS OF 2015

DATE OF ENTRY: May 31, 2011

MAJOR(S): Mathematics

COURSE	TITLE	GRADE
FALL 2011		
ECON 111	An Intro to Economics	A
FYSE 102	Secrets and Lies	B
HIST 121	Charlemagne to Columbus	A-
MATH 121	Intermediate Calculus	A-
SPRING 2012		
COSC 111	Intro Computer Science I	B
ENGL 111	Having Arguments	B
MATH 130	Intro to Statistics	A-
PHIL 218	Early Modern Philosophy	B-
FALL 2012		
ASLC 152	Buddhist Traditions	A-
ECON 237	Financial Globalization	A-
MATH 211	Multivariable Calculus	B+
POSC 218	Social Organizatn of Law	B+
SPRING 2013		
LJST 231	Social Movements & Change	A
MATH 220	Discrete Mathematics	B-
MATH 260	Differential Equations	B+
U/POSC 121	World Politics	A
FALL 2013		
LJST 214	(In)Equality	A-
LJST 345	Law & Polit Emergency	B+
MATH 271	Linear Algebra	B
H/NS 112	Puzzles & Paradoxes	A
SPRING 2014		
ECON 300	Microeconomics	B
EUST 233	Love	A
MATH 350	Groups, Rings and Fields	B
U/ACCO 221	Intro to Accounting	A
FALL 2014		
ECON 423	Economics of Finance	A-
EUST 203	Cityscapes	B+
LJST 209	Utopia/Dystopia	A-
MATH 355	Intro to Analysis	B

* * END OF COURSE INFORMATION * *

	FALL 2011	SPRING 2012	FALL 2012	SPRING 2013	FALL 2013	SPRING 2014
Semester Courses	4	4	4	4	4	4
Semester Average	B+	B	A-	A-	A-	A-
Cumulative Courses	4	8	12	16	20	24
Cumulative Average	B+	B+	B+	B+	B+	B+