# Steps to apply for your Transcript of Records

Please, do not request your transcript of records until at least 1 month after your last exam in order to be sure that all your marks have been properly processed and are included on it. Additionally, it is also advisable to first check that you have all your marks ready in **secvirtual.uv.es**

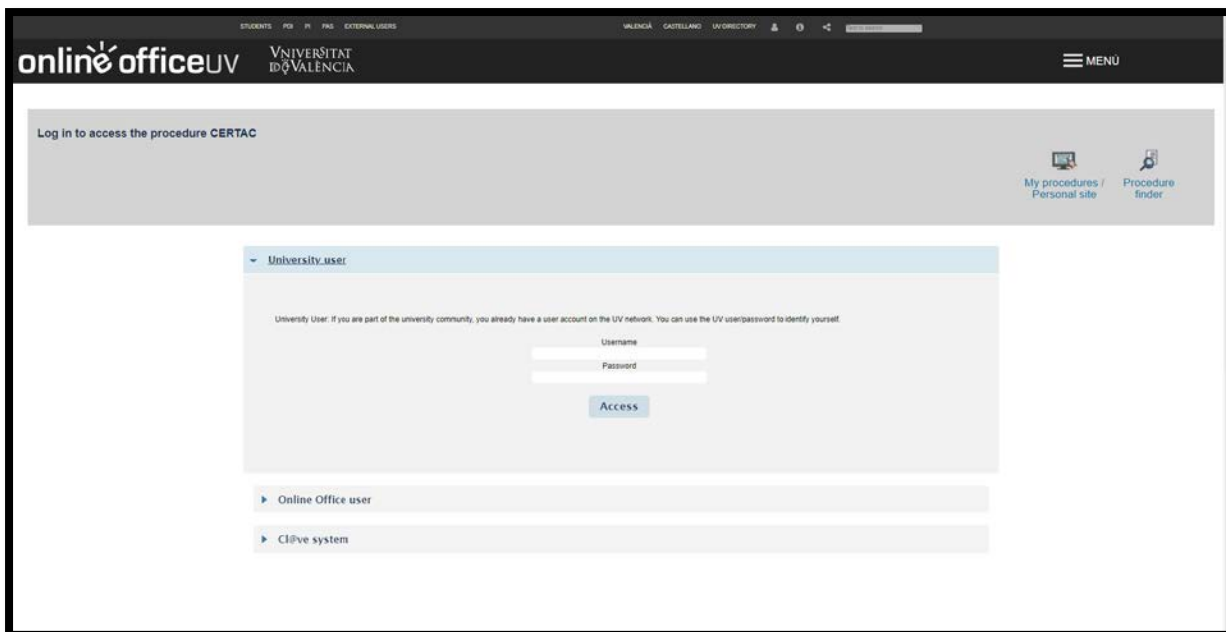1. Click on the following link and start your application to obtain your free Transcript of Records:

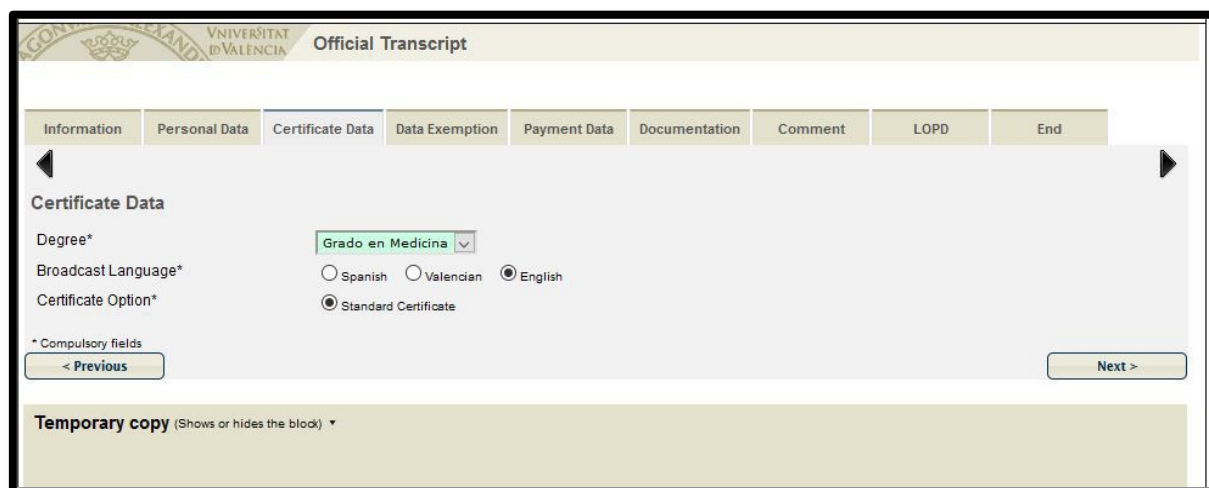   **https://webges.uv.es/uvEntreuWeb/menu.jsp?idtramite=CERTAC**

2. Click on **University user** (first option) as shown below:
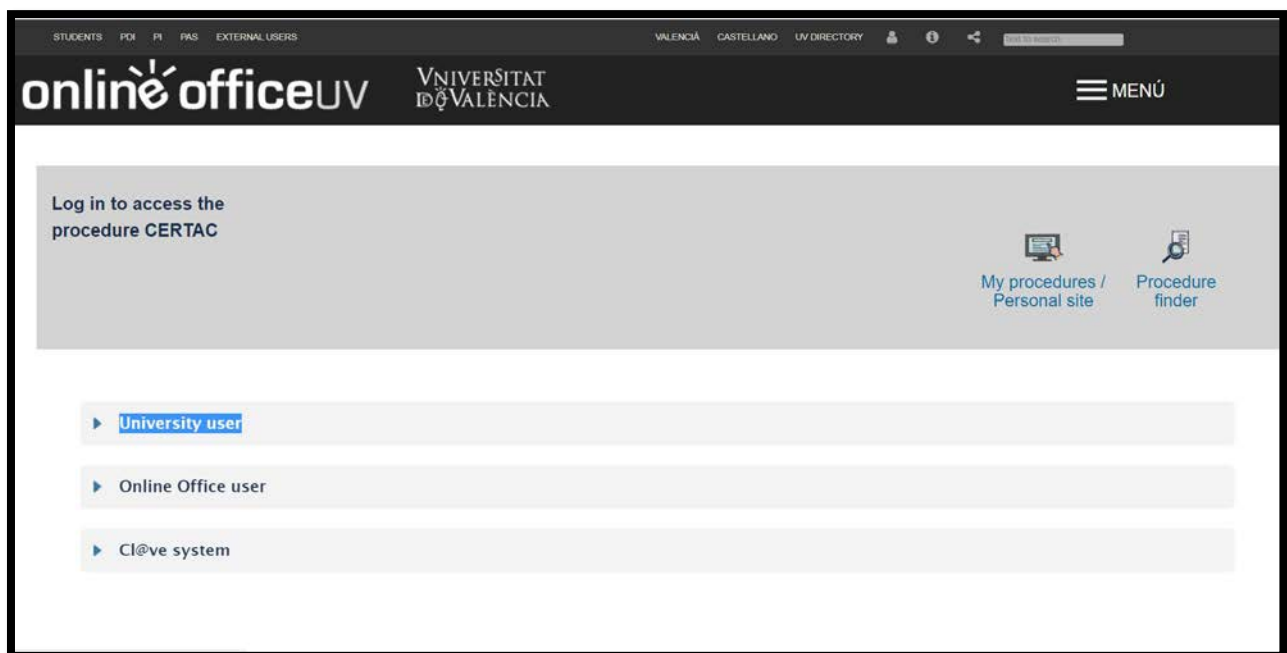
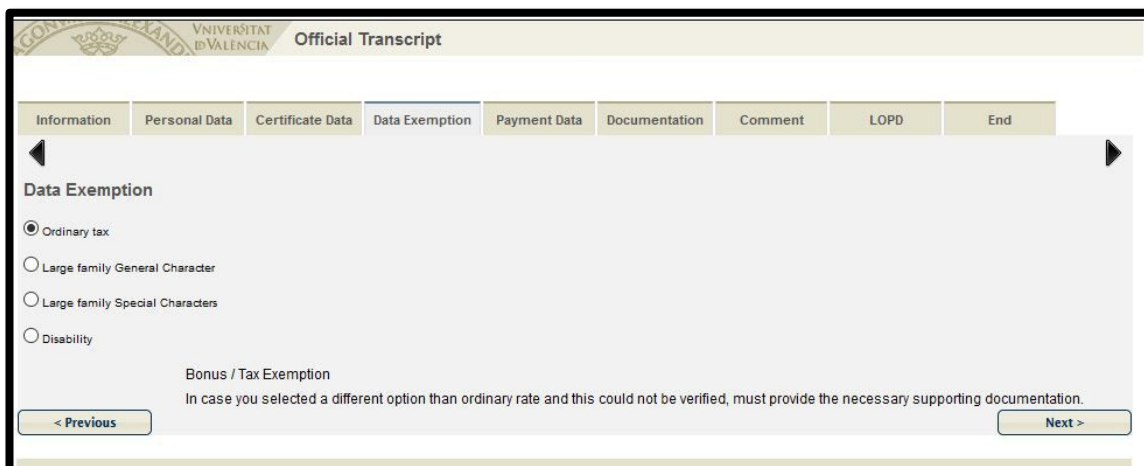**3.** Enter your UV username (without "@alumni.uv.es") and password.

4. Fill in the empty fields and then click on the Next button.

*Since 2021 on, there is no selection of language in the above screen because all Transcripts of Records are written in 3 languages (Valencian, Spanish and English)

5. Choose "Ordinary tax" in the Data Exemption given options.

6. In Payment Data: be sure the Amount is 0.0 as you can see in the picture below.

7. Write your email in order to receive the correspondent notification.

8. Click on "Aceptar" when the following little window is shown:

Just wait as you see that your application has been correctly processed.

9. Exit the site and follow the upcoming instructions to download your Transcript of Records (see next page).

Steps to download your Transcript of Records

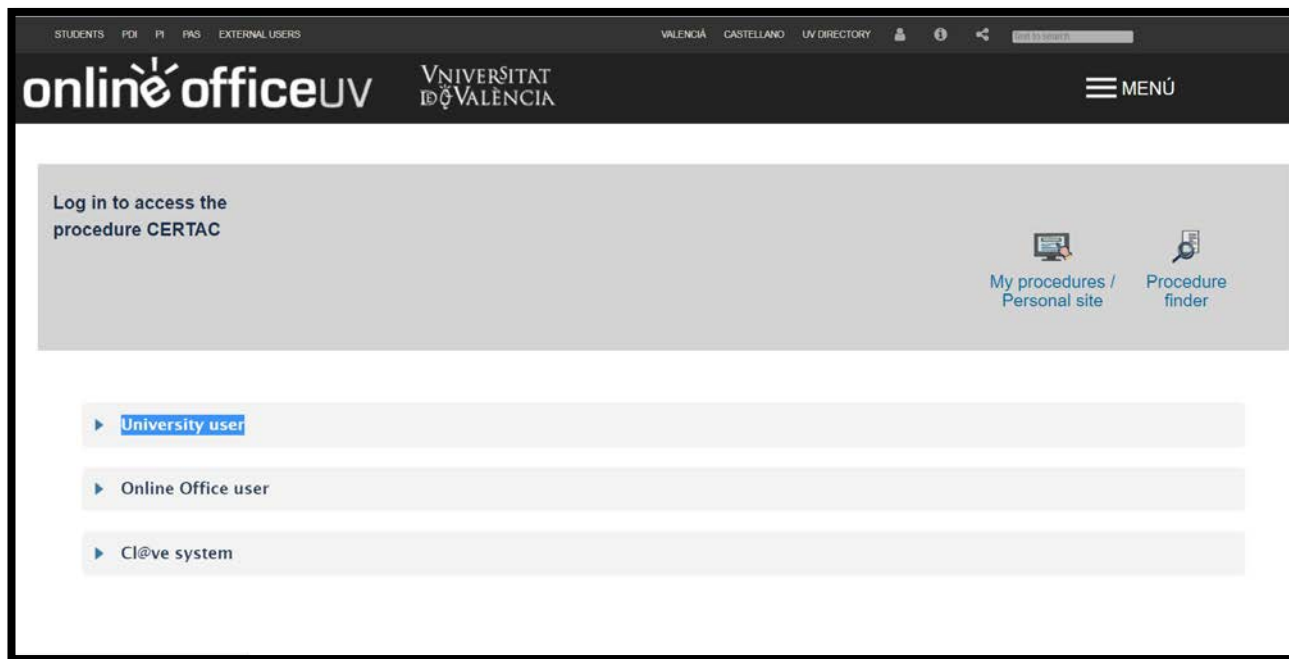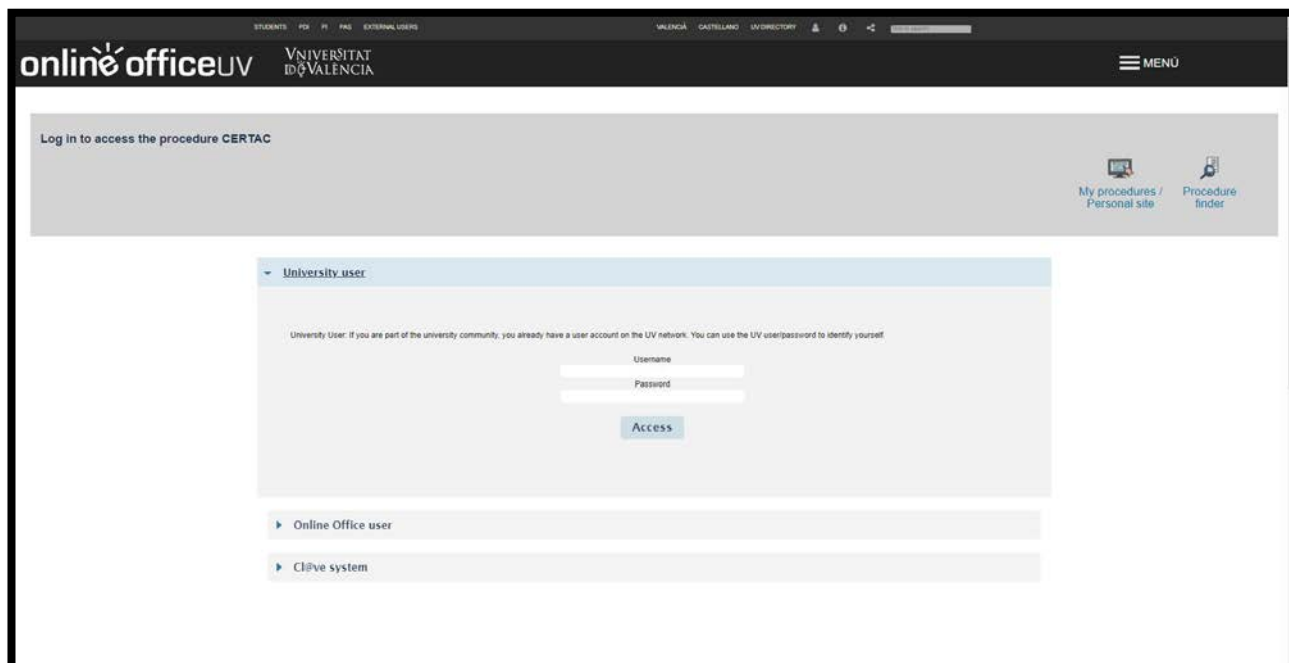1. To obtain your Transcript of Records you will have to click on the following link:

   https://webges.uv.es/uvEntreuWeb/
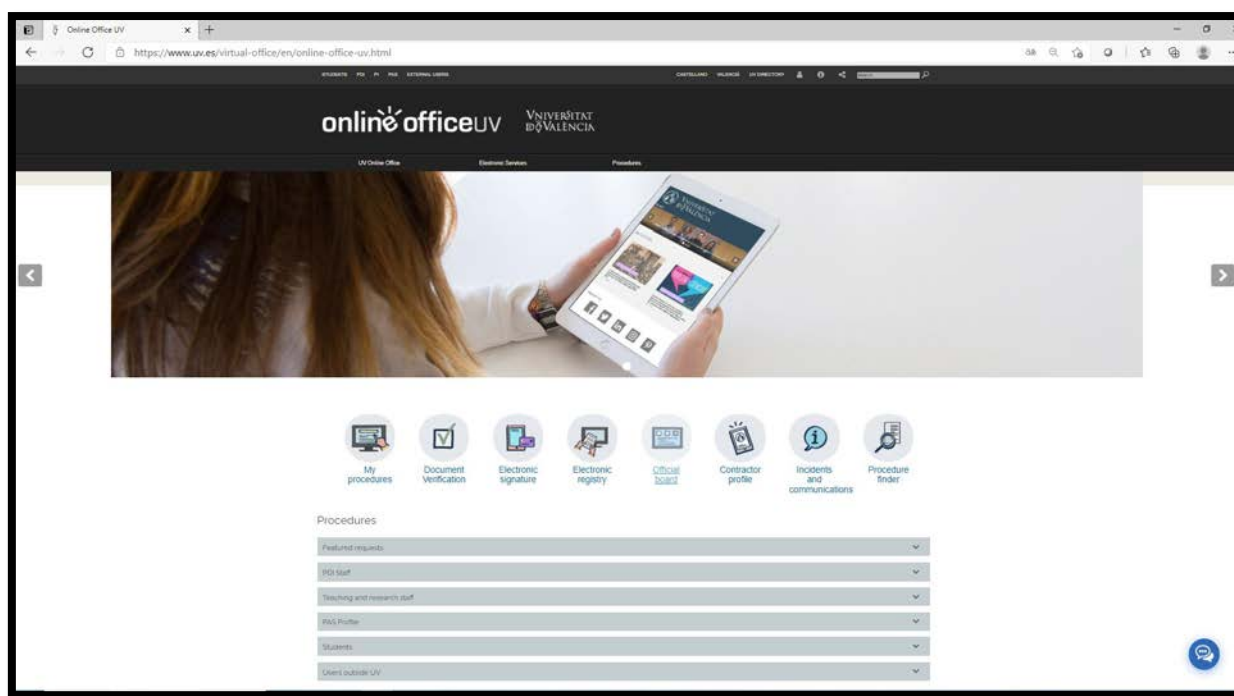
2. Click on "**My procedures**"

3. Click on **University user** (first option) as shown below:

Enter your UV username (without "@alumni.uv.es") and password.

4. Click on **Academic records history** (up in the middle of the screen, second option)
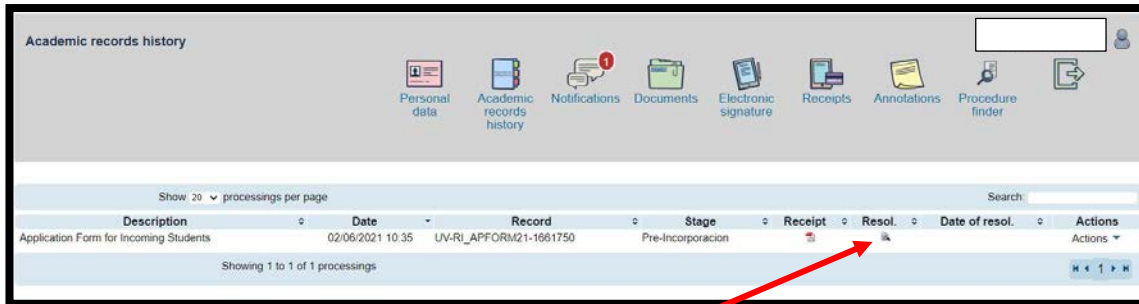
5. Click on the **magnifying glass** icon (**Resol.** column) in order to download your Certificate.