



How to order hard copies of your Official Documents.

Hi my name is Elena, I'm a UCD student and I also work part-time at the Student Desk. Today I'm going to show you how to order a hard copy of your [official documents](#). You can find all the links mentioned in this video on the [UCD current students website](#).

The first step is to [log into SISWeb](#). If you're not sure how to log in, check out our [How to Log into SISWeb video](#).

Once you're logged in, go to the Registration, Fees and Assessment tab. If you've graduated, this tab will be called Academic Services instead. Click on My Official documents then choose Request hard copy documents.



Choose "New Request".

In the Current address section, you'll see the last address that we had for you on file. If you don't enter additional address details, this is where your documents will be posted. If you want your documents sent to a different address, you can enter an alternative address, along with up to date contact information, and any additional comments by clicking this button.

If your current postal address is different from the last address that we had for you on file, enter your postal address in the alternative address section. If you'd like us to send your documents to a third party, like an employer or another university, enter the third party's postal address in the alternative address section as well. If you'd like your documents sent to the address entered in the alternative address section and the address that we have for you on file, tick the "post to both addresses" box. Otherwise, leave this box unticked.



Make sure to add your email address and phone number in the relevant fields, as it won't allow you to complete your order without these details.

Once you've completed all of the fields on this page, click save.

Next, choose the documents that you'd like to order. If you're not sure what each document is, you can see examples of each document type on our Official Documents page. When you order hard copies of your documents you'll be sent 2 sets of anything that you order.

For example, if you need 2 transcripts from your undergraduate degree, select "Academic Transcript" 1 time and you'll be sent 2 transcripts .

If you select "Academic Transcript" 2 times, you'll be sent 4 transcripts.



Once you've selected all of the documents you want to order, you can see the order total at the bottom of the screen and proceed to check out.

We can post documents anywhere in the world, but do keep in mind that it can take several weeks for post to reach some international destinations like China, Singapore or Sri Lanka.

If you have any more questions about your hard copy documents, you can check out our [Hard Copy documents page](#), our [Official Documents FAQ page](#) or [contact the Student Desk](#).

Thanks for watching, bye.