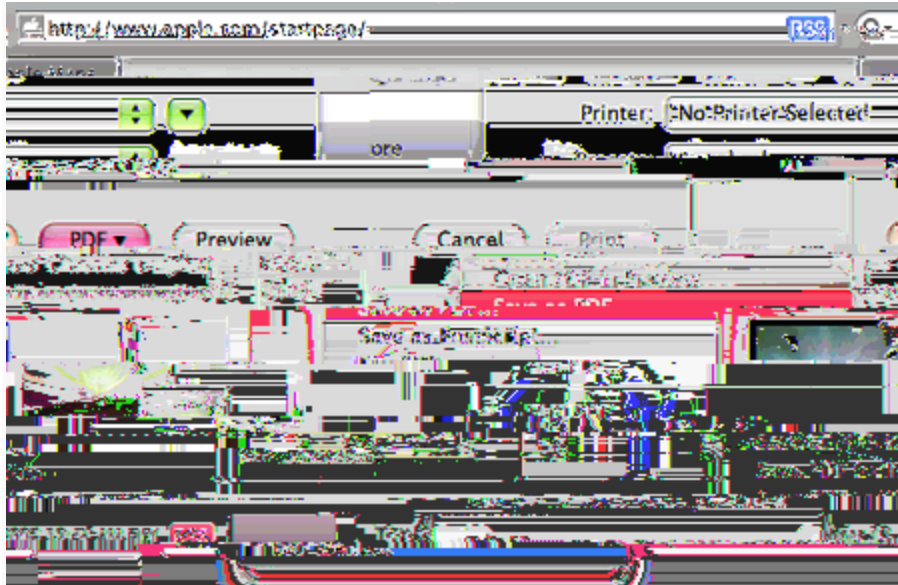


How to obtain your co-op transcript

IMPORTANT: Before you apply to any Co-op positions, please note the following three steps:

1. obtain a **CURRENT** Co-op transcript
2. upload a copy of your **CURRENT** Co-



If you are using a PC:

PC

1. Request a transcript from go.sfu.ca using the Google Chrome browser.
2. Click the printer icon in the top right of the document when viewing your transcript in Google Chrome.
3. Click the 'Change' button and change the 'Destination' to 'Save as PDF' and then click the Save button.
4. Upload your newly saved PDF transcript into your Symplicity student documents area.

