Ordering Transcripts Through National Clearing House

When and why is it important to request a transcript for college purposes?

- Answer: Completing college applications for undergraduate, graduate admission, and transcript credit review.

Step 1:
Use a computer to visit https://tsorder.studentclearinghouse.org/school/select

Step 2:
Select school institution you’d like to request your transcript from, click continue and then select order transcripts.

- Example:

Step 3:
Enter personal and student identification and then click continue.

- Example:
Step 4:
Enter contact information and click continue (be sure to use personal email).

- Example:

![Contact Information Form]

Step 5:
Select transcript and delivery details and click continue.

- Example:
- transcripts can be sent to colleges or universities, education organizations, scholarships, or professional licensing.
- Please note: if transcripts are requested for admissions application, make sure that you select the undergraduate admissions. If they are requested for transcript review, select undergraduate admissions or registrar office as the department.

**Step 6:**

Enter processing details, delivery information, upload any documentation if needed, and click continue.
Step 7:

Confirm order and checkout. You will be able to electronically sign a consent form on the website and print it if needed.
Step 8:

Payment details and submit order.
- You will be sent a confirmation code on requesting the transcript to be sent to desired destination and you will receive confirmation when recipient has retrieved the transcript.