E Transcript Request

Texas A&M University-Kingsville

Ordering Transcripts Initial Set up

Step 1: Click on ORDER TRANSCRIPT(S).

Clearinghouse Notifications

Payment will be accepted, if a cost is involved, with any major credit or debit card. Your credit or debit card is not charged until your school sends your transcript(s). However, if you use a debit card, your bank may put a hold on your funds when we pre-authorize your payment. If you have questions on the pre-authorization, please contact your bank.

ORDER TRANSCRIPT(S) >

Note: If you pursued more than one degree level at TAMUK, this option will send official transcripts for each level.

1   Entering Personal Information

Step 2: Insert your personal information, paying close attention to how the form wants you to insert the information (ex: Date of Birth format is MM/DD/YYYY). If your name has not changed since attending school, click on NO and continue to Student Identification section.

If you had a different name in College select YES. The section "My name while attending school" will populate. Type in the name you used while attending the University. Continue to Student Identification section.

Step 3: If you are still enrolled, select YES and click CONTINUE.

Student Identification Information   One of the following is required

Student ID

Confirm Student ID

Dashes are not allowed

Dashes are not allowed

OR

Social Security Number

Confirm Social Security Number

XXX-XX-XXXX

XXX-XX-XXXX

Are you currently enrolled at Texas A&M University - Kingsville?   **YES**   NO

CANCEL ORDER   CONTINUE >

If you are NOT CURRENTLY enrolled, then select NO. Fill in what years you did attend the University and click CONTINUE.

Are you currently enrolled at Texas A&M University - Kingsville?   YES   **NO**

Year From

Year To

YYYY

YYYY

Step 4: Under Contact Information you will enter in your address, email and phone number. If you want to receive notifications through text regarding the transcript status, click on Yes and then CONTINUE. If not, click on NO and then CONTINUE.

Enter Personal Information

Contact Information All fields required, unless otherwise indicated

Address 1
700 University Blvd.
Street number and name or PO Box

Address 2
Building, campus box, floor, apt, suite (Optional)

City
Kingsville

State/Territory/APO
Texas

Zip/Postal Code
78363

Country
United States

Email

Confirm Email

Phone Number

(XXX) XXX-XXXX

To receive NSC Msg updates to this phone number, you must Opt-in by selecting 'YES' below. You may receive up to 5 transcript text status updates for each recipient order. Message and data rates may apply. If text messaging is requested, you will receive an Opt-In confirmation message. For help text HELP. To cease messages, text STOP. Texting STOP will stop all text messages to the Opted-In mobile phone number for all existing transcript orders. Do you agree to Opt-in? Terms of Use and Privacy Policy

YES   NO

CANCEL ORDER   CONTINUE >

Step 5: Under Recipient, select where you wish to send your transcript by clicking on the drop-down box. Choose one of the following options.

①	Enter Personal Information	——	②	Select Transcript and Delivery Details	——	③ Confirm Order and Checkout

Select Transcript and Delivery Details

Recipient   All fields required, unless otherwise indicated

According to the Family Educational Rights and Privacy Act (FERPA), in certain instances, schools must obtain the student's permission in order to release information from his or her educational records. The type of consent form that is required is determined by recipient type.

~~Who are you sending your transcript to?~~

College or University

Education Organization, Application Service and Scholarships

Employer or Other

Myself

CONTINUE

OPTION-College or University: Select the Country and State that the University or College is located in. Enter the school name that you wish to send your transcripts to. If you wish to send the transcript to a specific department at the College or University, you may add the Department Name under that field, otherwise it can be left blank.

Recipient   All fields required, unless otherwise indicated

According to the Family Educational Rights and Privacy Act (FERPA), in certain instances, schools must obtain the student's permission in order to release information from his or her educational records. The type of consent form that is required is determined by recipient type.

Who are you sending your transcript to?
College or University

Country
United States

State/Territory/APO
Texas

Enter and select the school you are sending your transcript to
Texas A&M University Kingsville

Advanced keyword search to find school

Department Name
Registrars Office
(Optional)

CANCEL ORDER   CONTINUE >

OPTION-Education Organization, Application Service and Scholarships: Select the dropdown and choose your option.

Recipient   All fields required, unless otherwise indicated

According to the Family Educational Rights and Privacy Act (FERPA), in certain instances, schools must obtain the student's permission in order to release information from his or her educational records. The type of consent form that is required is determined by recipient type.

Who are you sending your transcript to?
Education Organization, Application Service and Scholarships ▼

Select Organization ▼

Select Transcript and Delivery Details

Recipient   All fields required, unless otherwise indicated

According to the Family Educational Rights and Privacy Act (FERPA), in certain instances, schools must obtain the student's permission in order to release information from his or her educational records. The type of consent form that is required is determined by recipient type.

Who are you sending your transcript to?
Education Organization, Application Service and Scholarships ▼

Select Organization

AACOMAS - American Association of Colleges of Osteopath Med

AACPMAS - American Association of Colleges of Podiatric Med

ACYR Center of Excellence

ADEA AADSAS - American Dental Education Association

ADEA CAAPID - American Dental Education Association

ADEA DHCAS - American Dental Education Association

If you do not see your organization on the list, select "**Not in List**" at the very bottom of the drop-down box and type in the name of the organization you want the transcript sent to.

Recipient   All fields required, unless otherwise indicated

According to the Family Educational Rights and Privacy Act (FERPA), in certain instances, schools must obtain the student's permission in order to release information from his or her educational records. The type of consent form that is required is determined by recipient type.

Who are you sending your transcript to?
Education Organization, Application Service and Scholarships ▼

Select Organization
Not in List ▼

Enter an Organization
_____
Enter an Organization is required

OPTION-Employer or Other: Enter the Business or Individual's Name

OPTION-Myself: If you wish to send the transcript to yourself then just simply select Myself and click CONTINUE.

Processing Details

Step 6: There are three options on when to process the transcript

OPTION 1-Current Transcript- Process as is: the transcript will be processed and sent today. It will reflect your grades through your last or latest graded term.

Select Transcript and Delivery Details
Recipient: MY BOSS

Processing Details   All fields required, unless otherwise indicated

When do you want your transcript processed?
Current Transcript - Process As Is

After Degree Is Awarded

OPTION 2-After Degree Is Awarded: transcript will be sent after you complete the degree program you indicate below, that you are working towards, and your degree has been awarded.

Processing Details   All fields required, unless otherwise indicated

When do you want your transcript processed?
After Degree Is Awarded

NOTE: Your transcript will be sent after you complete the degree program you indicate below you are working towards and your degree has been awarded.

Degree Title

OPTION 3-After Grades Are Posted: transcript will be sent after you complete the term, in which you indicate below, you are currently enrolled and your grades have been posted.

Processing Details   All fields required, unless otherwise indicated

When do you want your transcript processed?
After Grades Are Posted

NOTE: Your transcript will be sent after you complete the term in which you indicate below you are currently enrolled and your grades have been posted.

Will Be Posted:
Term
Fall 2020 TAMUK

DELIVERY INFORMATION:

Step 7: Transcripts will be sent out through the Electronic method. Because it is a PDF, it will default to 1 copy. The cost is $1.00 (there is an additional $2.50 for an online processing fee for a total of $3.50)

Be sure to read the School's Terms and Conditions for sending out your transcript. Click on YES to accept the terms and conditions (If you click on NO, you will not be able to complete your order)

Delivery Information

How do you want your transcript sent?
Electronic - $1.00

How many copies do you want?
1 copy

School's Terms and Conditions:
Shortly after your request is processed by your school, your transcript recipient will be emailed a link to a secure Internet page where he or she can retrieve your official transcript. Upon that email notification, your credit card will be charged. The National Student Clearinghouse will guarantee that your recipient is notified that your transcript is ready for retrieval at the email address you provided when you placed the order; however, we cannot be responsible for whether or not your recipient retrieves or accepts the transcript. Because this is a new technology, we suggest that you contact your recipient and verify that he or she is willing to accept your transcript via this delivery method. The accuracy and correctness of the electronic transcript is solely the responsibility of your school.

I have read and accept my school's terms and conditions for the delivery method of Electronic?   YES   NO
Acceptance to the Terms and Conditions is required.

UPLOAD ATTATCHMENT

OPTIONAL-Step 8: If a document needs to be sent with the official transcript, click on ADD FILE+. Once the file is added, you will see it under the File section. If you added the wrong file, you can remove it by clicking on the X under remove.

Upload Attachment (optional)

Do you want to send additional documents with your transcript?

ADD FILE +   ⓘ

File	Status	Size	Remove
test.docx	Uploaded	11.4 kB	✖

FEE SUMMARY

Step 9: This will display the summary of cost for the order. If everything is correct, click on CONTINUE.

Fee Summary	
Secure Electronic PDF Fee	$1.00
Online Processing Fee	$2.50
Total Fee for this Recipient	$3.50

RECIPIENT DELIVERY INFORMATION

Step 10: Verify that the Recipient information is correct. You will not be allowed to change the Recipient field, located under the Recipient Delivery Information section. If you need to make any changes, you will need to keep clicking on the PREVIOUS button until you get to the section to enter the recipient. You are allowed to correct the email address or change it completely. If everything is correct, click ADD TO CART.

Provide Delivery Information
Recipient: MY BOSS

Recipient Delivery Information All fields required, unless otherwise indicated

Recipient
MY BOSS

Recipient Email Address   Confirm Recipient Email Address

‹ PREVIOUS   CANCEL   ADD TO CART ›

3 Confirm Order and Checkout:

Step 11: Review the information to make sure it is correct. If another transcript request is needed, click on ADD RECIPIENT+ (this will take you to Section 2: Select Transcript and Delivery Details). If the information is correct, click on CHECKOUT.

Checkout

Pending Order Details

ADD RECIPIENT +

✏ Edit 🗑 Remove

Recipient: BOSS
Email:

Total Fee for this Recipient:	$3.50
Processing Option:	Current Transcript - Process As Is
Delivery Method:	Electronic ❶
Quantity:	1 copy
Secure Electronic PDF Fee:	$1.00
Online Processing Fee:	$2.50

✏ Edit 🗑 Remove

Recipient:
Email:

Total Fee for this Recipient:	$3.50
Processing Option:	Current Transcript - Process As Is
Delivery Method:	Electronic ❶
Quantity:	1 copy
Secure Electronic PDF Fee:	$1.00
Online Processing Fee:	$2.50

Total Fee for Order: $7.00

CANCEL ORDER   CHECKOUT ❯

CHECKOUT

Step 12: This section will have your Order Number. A signed consent form is required. Please sign the consent form as best as possible. You have the option to resign by clicking on CLEAR SIGNATURE. If the signature looks appropriate, click on ACCEPT SIGNATURE and click CONTINUE.

NOTE: If you prefer to physically sign, you are allowed to download a copy of the consent form. Once you download the form, click CONTINUE. (Please note that the transcript will not be sent until the consent form is received and will be cancelled after 30 days if NSC has not received it.)

Sign Consent Form   All fields required, unless otherwise indicated

A signed consent form is required to release your transcript. If we do not receive your consent form within 30 calendar days from the date you submit your request, your order will be canceled, and you will not be charged.
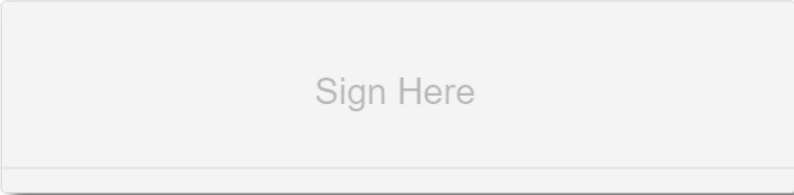
Requestor:
Order Number: 12872439

Transcript Recipient(s)
MY BOSS

Electronic Consent Form

The fastest way to submit your consent form is electronically. Use your finger or mouse to draw your signature in the box. After you submit your signature, you may download a signed copy of the consent form for your records prior to providing payment in the next step.

Need Help Signing? ⓘ

Sign Here

Sign Here

Signature Date:

By submitting this signature, I,   certify that I am the above-named student and my electronic signature provided on this form is authentic and has the same validity and legally binding effect as signing this consent form by my hand in ink.

CLEAR SIGNATURE   ACCEPT SIGNATURE

Printable Consent Form

You must 'Continue' to the payment page after downloading the consent form to complete this order. If you do not continue to payment, your order will NOT be processed.

If you would prefer to provide a signed paper copy, you may download a copy of the consent form and either mail a copy to National Student Clearinghouse or provide a scanned copy in an e-mail attachment. Your order will be canceled if a consent form is not received within 30 days.

CANCEL ORDER   CONTINUE

PAYMENT DETAILS

Step 13: Fill out all required fields. If all information is correct, click SUBMIT ORDER.

Payment Details All fields required, unless otherwise indicated

Accepted Credit Cards:

Card Holder Name	Card Number
Full Name	•••• •••• •••• ••••
Exp Date	CVV
MM / YY	•••

Do you want to use your contact address as your billing address? YES NO

Address 1
Street number and name or PO Box

Address 2
Building, campus box, floor, apt, suite (Optional)

City   State/Territory/APO

Country
Zip/Postal Code   United States

Selecting 'Submit Order' will transmit your payment information to First Data Corp, a third party payment processing provider. First Data will only share your name, address, or e-mail address with National Student Clearinghouse.

Total Fees for Order: $3.50

CANCEL ORDER   SUBMIT ORDER >

Once you submit your information you should receive two emails almost immediately:
- Order Confirmation
- Consent Form Received

Both of these emails let you know that the submission is now being processed and you have successfully submitted your electronic transcript request.

4 Electronic Transcript Delivery

When the electronic transcript has been processed, you will receive an email for the following delivery options:

- Myself
    - A link to the Transcript
    - Transcript Access Code
- Employer/University/Other:
    - Your Employer/University/Other will receive the email to the link with an access code
    - You will receive an email every time your transcript has been opened

Access to the transcript will only last for 30 days