Ordering Transcripts Initial Set up

Step 1: Click on 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.

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

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.

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

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.
**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.

**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.

**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.
**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](image)

**UPLOAD ATTACHMENT**

**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](image)
**FEE SUMMARY**

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

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Secure Electronic PDF Fee</td>
<td>$1.00</td>
</tr>
<tr>
<td>Online Processing Fee</td>
<td>$2.50</td>
</tr>
<tr>
<td><strong>Total Fee for this Recipient</strong></td>
<td><strong>$3.50</strong></td>
</tr>
</tbody>
</table>

**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.
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

Step 1: 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.)
PAYMENT DETAILS

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