

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:**

Order a Transcript

Select School

Enter the school you want to request your transcript from

University of North Carolina at Pembroke

[Advanced Keyword Search](#)

Continue >

Step 3:

Enter personal and student identification and then click continue.

- **Example:**

Personal Information All fields required, unless otherwise indicated

First Name Middle Name (Optional) Last Name

Date of Birth MM/DD/YYYY

Has your name changed since attending school? YES NO

Student Identification Information One of the following is required

Banner ID Confirm Banner ID Dashes are not allowed Dashes are not allowed

OR

Social Security Number Confirm Social Security Number XXX-XX-XXXX XXX-XX-XXXX

Step 4:

Enter contact information and click continue (be sure to use personal email).

- Example:

Contact Information All fields required, unless otherwise indicated

Address 1
Street number and name or PO Box

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

City State/Territory/APO

Zip/Postal Code Country
United States

Email Confirm Email

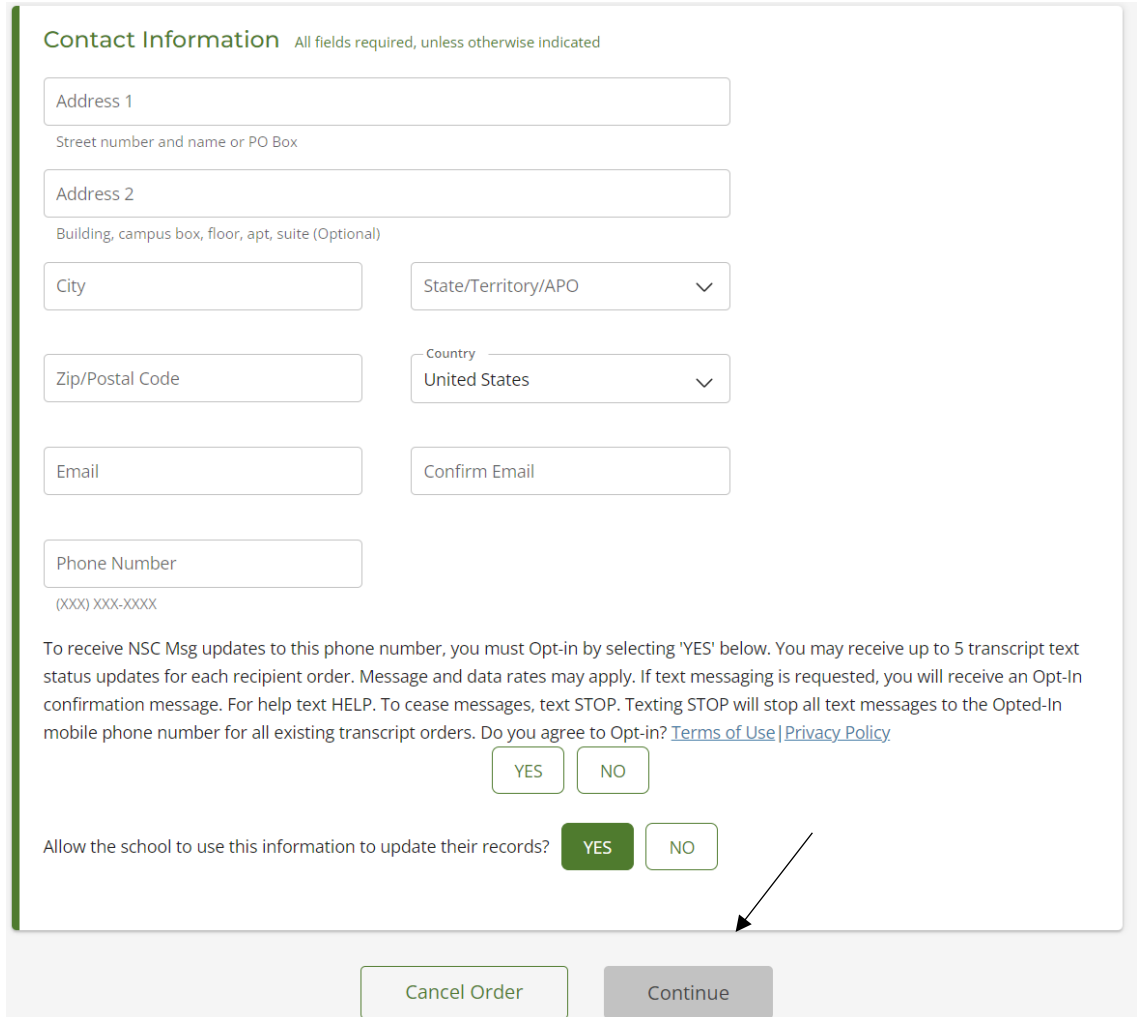
Phone Number
(XXX) XXX-XXXX

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](#) | [Privacy Policy](#)

YES NO

Allow the school to use this information to update their records? YES NO

Cancel Order Continue



Step 5:

Select transcript and delivery details and click continue.

- Example:

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?

Country State/Territory/APO

Enter and select the school you are sending your transcript to

[Advanced keyword search to find school](#)

Department

- 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.

Processing Details All fields required, unless otherwise indicated

When do you want your transcript processed?

NOTE: This option is for students and alumni who want their transcript processed and sent as it is today. It will reflect your grades through your last or latest term.

Why are you ordering your transcript? *

Error: Why are you ordering your transcript? is required

Delivery Information

How do you want your transcript sent?

How many copies do you want?

School's Terms and Conditions:
Transcript will be sent by Electronic Exchange (ETX).

I have read and accept my school's terms and conditions for the delivery method of Electronic?

Acceptance to the Terms and Conditions is required.

Upload Attachment (optional)

Do you want to send additional documents with your transcript?

Fee Summary

Transcript Quantity Fee	\$10.65
Total Fee for this Recipient	\$10.65

Step 7:


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

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



Signature Date: 09/12/2023 10:46 AM

By submitting this signature, I, **CHENOA CHAVIS**, 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





Cancel Order Continue >

Step 8:

Payment details and submit order.

Payment Details All fields required, unless otherwise indicated

Accepted Credit Cards:

Card Holder Name

Card Number

Expiration Date

CW

Do you want to use your contact address as your billing address?

Address 1

Street number and name or PO Box

Address 2

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

City

State/Territory/APO

Zip/Postal Code

Country

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: \$10.65

- 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.