**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:



**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.