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LOGIN

1. Log in to the National Student Clearinghouse.

2. When you are ready to order, click START.

Welcome to Transcript Ordering!

Thank you for using our online order system for transcripts.

Transcripts are released for students with outstanding obligations (holds) to the university. To complete your order, you will need to fax or scan and email a form to the NSC.

Adobe Reader and Adobe Flash are needed to view electronic transcripts.

Transcripts can be ordered online using any major credit card (if a cost is involved). Your credit card will be charged when your school sends your transcripts. Order updates will be emailed to you along with text messages if you desire. You may also track your transcript order online.

The following may be required to order a transcript online:

✔ A valid major credit card
✔ An email account
✔ Your signed consent

Read all the instructions. When you have the required items ready, click START.
ENTER PERSONAL INFORMATION

3. Complete the Personal Info form: enter your current name and birthdate.
   a. If your name while attending GSU is different from your current name, enter your name while you attended GSU.
   b. Social Security Number is NOT a required field.

4. At the bottom of the form, enter your phone number, email address (then confirm), and then answer the question about your years of attendance. Click NEXT to continue.

Please note: If you attended GSU prior to 1990, you can receive your transcript via postal mail or pick up your transcript in the Registrar’s Office at GSU. Electronic transcripts are not available if you graduated from GSU prior to 1990.

The system will search for you.
5. Confirm Personal Information: If the information you entered is correct, click the NEXT button to proceed.

6. Additional Contact Information: Enter your address, city, state and ZIP.

   a. If you are currently enrolled at GSU, at the bottom of the form, under the Enrollment/Degree Information, answer YES. Then click NEXT.

   b. If you are not currently enrolled at GSU, click NO, and then enter the approximate years you did attend. Then click NEXT.
SELECT RECIPIENT

7. Select the recipient of your transcript. Then for FERPA Compliance, choose your recipient again.

ENTER RECIPIENT DETAILS

8. Enter details of your recipient: Name, Delivery Options, and Processing Timeframe.

- If you choose **Electronic PDF**, add and confirm recipient email address.
  You can also upload documents you would like sent to the recipient along with your transcript.
b. If you choose Mail, complete the required fields.

REVIEW ORDER

9. Review and verify your order.

**IMPORTANT: Do not use your browser’s back button to add/edit a recipient.**

a. If you’d like to receive order updates as text messages, enter your **MOBILE PHONE NUMBER** and **CARRIER**.

b. After you verify your order, click **CHECK OUT**.
c. After you **CHECK OUT**, you will receive a pop-up “Have you checked your request?”

d. **Click OK** to proceed or **CANCEL** to make changes.

### PAYMENT PROCESS

10. Pay with your credit card by entering all information required.

After you enter your payment, continue to **Authorization for Release of Information from Education Records.**
SIGN PAPERLESS CONSENT FORM or PRINT CONSENT FORM

11. A consent form must be received by NSC with 30 days of your order. To expedite your transcript delivery, use the Sign Paperless Consent Form option.

IMPORTANT: If NSC does not receive your consent form within 30 calendar days from the date you submitted your request, your order will be canceled and you will not be charged.

If you choose Print Consent Form, you can fax the completed form to 1.703.742.4238, or you can scan and email the completed form to transcripts@studentclearinghouse.org.
12. After submitting the **Electronic Consent Form**, you will receive confirmation at the top of the consent form and a confirmation email.

   *Your consent form has been successfully submitted on 10/01/2014 10:24 AM ET.*

   You should receive a confirmation email shortly.

13. Go back to the NSC window and click **NEXT** to receive confirmation that your order was received.

14. You will receive an instant confirmation.
EMAILS and CONFIRMATIONS
All emails and confirmations you and the recipient receive are system generated from National Student Clearinghouse.

The FROM address is Do Not Reply <donotreply@studentclearinghouse.org>

EMAILS in receipt order:

#1: Requestor receives an order confirmation

#2: Requestor receives notification that consent form was received

#3: Requestor receives notification that transcript was sent.

#4: Recipient receives an email with a link to the requestor’s transcript (if electronic delivery)

#5: Recipient receives password to retrieve requestor’s transcript (if electronic delivery)

#6: Requestor receives notification that recipient has accessed the transcript

CONTACT INFO
If you have questions, please contact the Registrar’s Office.

Email: transcripts@govst.edu

Phone: 708.534.4500