

# Tutorials on KU Official Transcript and CCC Transcript Request


## Q1: How to Request your KU Official Transcript

STEP 1: Official Kean University electronic transcripts may be requested online through the [National Student Clearinghouse](#).

STEP 2: Please carefully read the notifications on the webpage – click ORDER TRANSCRIPT(S)

The screenshot shows the 'Transcript Ordering Center' webpage for Kean University. The header includes the university's name and logo, along with a 'Help' icon. The main content area is titled 'School Notifications' and contains a section for 'Transcript Processing'. This section explains that electronic transcripts are preferred due to faster processing times and provides a link to 'Instructions/Important Information'. Below this, 'Transcript Delivery Options' are listed, including 'Electronic PDF' with specific details about processing and delivery. A note at the bottom of this section states that processing times may be delayed during campus closings and holidays. The 'Clearinghouse Notifications' section follows, explaining payment procedures and providing a link to 'Learn How the Process Works'. At the bottom of the page, there is a prominent 'Order Transcript(s)' button and a link to 'View Transcript Order Status'.

Transcript Ordering Center

KEAN  Help

### School Notifications

#### Transcript Processing

Due to increased processing times for paper transcripts, **students and alumni are strongly encouraged to request electronic transcripts**. Electronic transcripts allow for 24/7 ordering through a fast and secure process, with text alert ability and a status dashboard, providing students with convenience and peace of mind. After the electronic transcript request is processed, your transcript will be sent electronically within 1-2 business days to the recipient you have provided.

**Instructions/Important Information:**

- The transcript fee is \$10 per copy.
- Transcripts must be requested in advance and cannot be issued same-day.
- The University reserves the right to withhold grades/transcripts from any student who has an outstanding obligation.
- Students enrolled in their first semester at Kean cannot order an Official Transcript until semester grades have been posted.
- If an Official Transcript was sent to the wrong mailing address or email address due to student's error, the student is responsible for placing a new request and paying the service fee for all transcripts orders.

**Transcript Delivery Options:**

- **Electronic PDF -**
- After the request is processed, your transcript will be sent electronically within 24 hours to the recipient you have provided. Please make sure your school or recipient accepts electronic PDF transcripts and keep in mind the following when ordering:
  - PDF files cannot be forwarded to a third party.
  - Records prior to 1980 are not available as an electronic PDF.
  - Once an order is submitted the email recipient cannot be changed. Please verify that the email recipient is correct before submitting your order.
  - Once the transcript is sent, it is not available to be resent.

\*Expected Processing times may be delayed during campus closings, holidays, and peak periods of ordering, such as the end of the semester. Rushed orders are processed first. Please plan accordingly when placing your order.\*

### 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.

[Learn How the Process Works >](#)

[Order Transcript\(s\) >](#)

[View Transcript Order Status](#)

STEP 3: Please fill in the blanks with personal information (attention: please DO NOT reverse the order of your first name and last name) – click CONTINUE

Transcript Ordering Center  **KEAN** [Help](#)  0

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

### Personal Information

**Personal Information** All fields required, unless otherwise indicated

First Name  Middle Name  Last Name   
(Optional)

Date of Birth  MM/DD/YYYY Has your name changed since attending school?

**Student Identification Information** One of the following is required

Student ID  Confirm Student ID   
Dashes are not allowed

**OR**

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

Are you a current or former student of Wenzhou Kean University?   ⓘ

Are you currently enrolled at Kean University?

STEP 4: Please input your personal information carefully (note: the following picture takes one Wenzhou-Kean University student as an example)

Transcript Ordering Center

KEAN

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

Personal Information Continued

**Contact Information** All fields required, unless otherwise indicated

Address 1  
China

Street number and name or PO Box

Address 2

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

City  
Wenzhou

State/Province/Territory

Zip/Postal Code  
250000

Country  
China

(Optional)  
Email  
mingwang@kean.edu

Confirm Email  
mingwang@kean.edu

Phone Number  
15-98

Enter digits or dashes only (591-12345678)

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

Cancel Order Continue >

STEP 5: Carefully choose the required recipient(s).

Transcript Ordering Center

KEAN

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, Scholarship and Professional Licensing

Employer or Other

Myself

STEP 6: Carefully input your information and choose the required information – pay the bill and the Official Transcript will be sent to the previously required recipient(s)

Transcript Ordering Center
KEAN
Help
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1  
Enter Personal Information

2  
Select Transcript and Delivery Details

3  
Confirm Order and Checkout

### Select Transcript and Delivery Details

**Send To:** HARVARD UNIVERSITY

**Processing Details** All fields required, unless otherwise indicated

When do you want your transcript processed?

Why are you ordering your transcript?

**Delivery Information**

How do you want your transcript sent?

How many copies do you want?

**School's Terms and Conditions:**  
 Shortly after the school processes this request, the recipient will be emailed a link to a secure internet page where he or she can retrieve the official transcript. The National Student Clearinghouse will guarantee that the recipient is notified that the transcript is ready for retrieval at the email address provided when the order was placed; however, we cannot be responsible for whether or not the recipient retrieves or accepts the transcript via this delivery method. The accuracy and correctness of the electronic transcript is solely the responsibility of the school.

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)

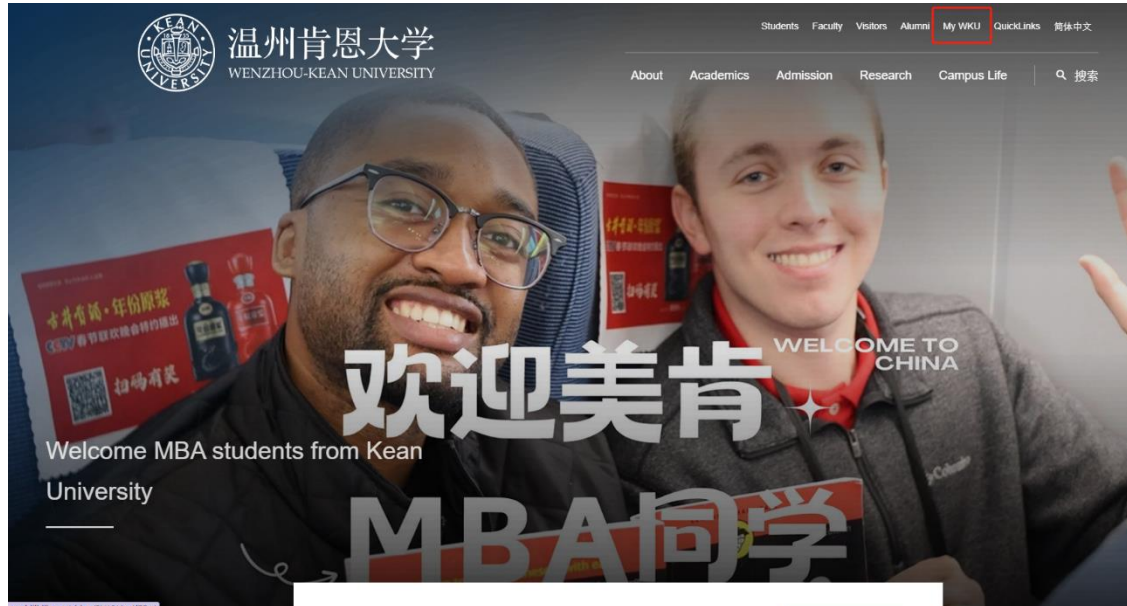
Do you want to send additional documents with your transcript?

**Fee Summary**

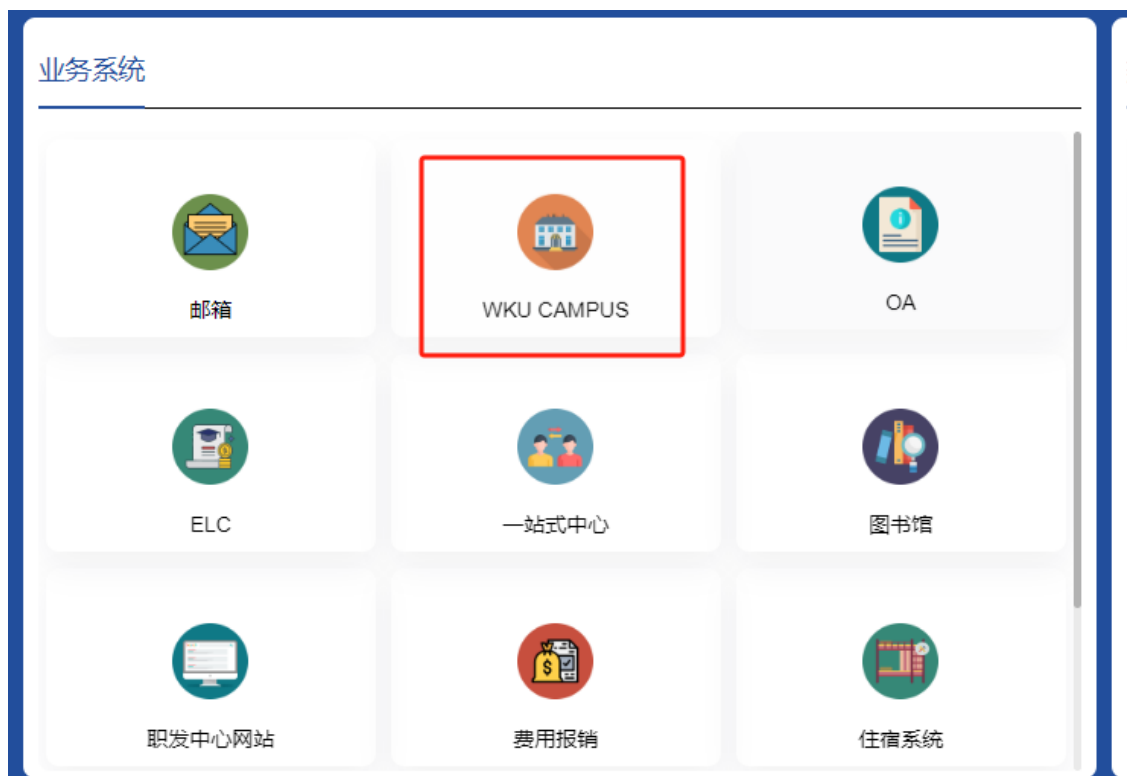
Transcript Quantity Fee	\$7.50
Secure Electronic PDF Fee	\$3.90
<b>Total Fee for this Recipient</b>	<b>\$11.40</b>

## Q2: How to Request CCC Transcript

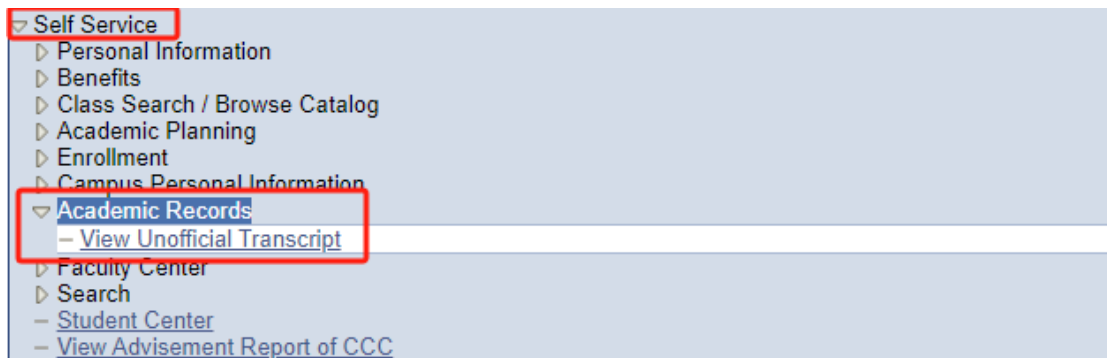
STEP 1: Login the Wenzhou-Kean university website (<https://wku.edu.cn/>) – Click My WKU and login with WKU ID



STEP 2: Click WKU CAMPUS



STEP 3: Click Self Service – Click Academic Records – Click View Unofficial Transcript



STEP 4: Select WZ Kean Transcript ENG – Click view report



### View Unofficial Transcript

Choose an institution and report type and press View Report

**\*\*this process may take a few minutes to complete. please do not press any other buttons or links while processing is taking place\*\***

Academic Institution	<input type="text" value="Wenzhou-Kean University"/>	
Report Type	<input type="text" value="WZ Kean Transcript ENG"/>	<input type="button" value="view report"/>
	<input type="text" value="WZ Kean Transcript ENG"/>	

Information For Students