Transcript Ordering Procedure



Step 1: Log onto National Student Clearinghouse with the following link:

http://www.studentclearinghouse.org/ (Note: Please use IE explorer)

Step 2: Choose Order-Track-Verify and click Order or Track a Transcript.



Step 3: Choose Kean University.

Transcript Ordering Cen × ← → C ■ https://secure.stu NATIONAL STUDEN CLEARINGHOUSE	L = − udentclearinghouse.org/tsorder/faces/TOB ☆	8
Order or Track a Transcript Ordering and tracking a transcript ha you want to order a transcript or	s never been so quick and easy. On the list below, track an existing transcript order, then select s	sele Subn
* I want to order a transcript from:	Kean University Johns Hopkins University School of Medicine Johns Hopkins University-SAIS Johnson C. Smith University Kankakee Community College Kansas City Art Institute	•
Question Question Click to Validate	Kean University Keene State College Kellogg Community College Kentucky State University Kentucky Wesleyan College Keuka College Killian Community College King's College LSU Health Sciences Center - Shreveport LSU Health Sciences Center- New Orleans La Roche College	
To ensure the security and confidentiality of se Secure Socket Laver (SSL) technology provide	La Salle University La Sierra University Lake Erie College Lake Region State College	-

Step 4: Click Start.

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	Welcome to Transcript Ordering
	Instructions/Important Information: The transcript fee is \$10 per copy.
	 Transcripts must be requested and cannot be issued same-day. All transcripts issued to students or former students will be stamped The University reserves the right to withhold grades/transcripts from outstanding obligation.
	Notes about processing times: • Active transcripts (attendance at Kean from 1982 to present) will be days.
	 During peak periods mailing may be delayed beyond above noted wo
	You can pay for your transcript order, if a cost is involved, with any m Your credit or debit card is not charged until your school sends your tr you use a debit card, your bank may put a hold on your funds when we payment. If you have questions on the pre-authorization, please contai updates will be sent to you via email and, if you choose, text message transcript order online.
	The following may be required to order a transcript online:
	 A major credit or debit card
	 An email account
	 Your signed consent
	Start
	Questions? Check Transcript Ordering Help.

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$\leftarrow \Rightarrow \mathbf{C}$ \triangleq https://secure.st	udentclearinghouse.org/tsorder/faces/TranscriptOrder?_adf.ctrl-state=vz6qb3326_13&_afrLoop=4223387345170620#firstload	Q 🛣 S
	Accessibility Help Log Out	
	Eter Personal Info	
	Enter Your Personal Information	
	Items marked with * are required.	
	Enter Your Information	
	Current Name: Name While Attending School:	
	(f different from current name) * First Name: BBB First Name:	
	Middle Name:	
	° Last Name: AAA Last Name:	
	* Date of Birth: Market State (without slashes)	
	Your school requires one or the other of the following personal identifiers.	
	Student ID: Confirm Student ID:	
	Social Security Number:	
	tou can enter the Join either with or without dashes. Example: 123-45-6789 or 122456789	
	Contact Information	
	Please enter a phone number where we can reach you if there are questions about your transcript order. Your email address will be used to send you your order confirmation and order status alerts. The National Student Clearinghouse will not use your contact information for solicitations.	
	* Phone Number:	
	For international phone numbers, include the country and area/city codes (e.g., 44-202-12345578) * Email:	
	* Confirm Email:	
	* Did you attend Kean 💿 Yes 💿 No	
	University prior to 19807 Please contact the	
	Registrar's office for more location of the second	
	continue with this order	
	may result in an incomplete transcript.	
	Next Cancel Order	

Step 5: Carefully input your information and then click Next.

Step 6: Continue on Step 5. Caution: there are different *Delivery Methods*.

Notice: If you are requesting that a transcript be sent to anyone other than yourself, we recommend that you complete the "Attention" field. The delivery of transcripts sent to a business, organization, or corporation can be delayed if you do not provide the name of the specific recipient.

						<u>Accessibility</u> <u>Help</u>	<u>Log Out</u>
Enter Per	sonal Info	Select Recipient	Enter Recipient Detai	ils Revie	ev Order Enter Paymer	nt Info Sign Conser	nt
Review Yo	our Recipien	ts					
1 Impor	tant Inform	ation					
Verify you Recipient	ur transcript or	ler information before c	ontinuing. To edit	your order, select	the recipient's name. To add	d another recipient, select '	'Add
Marile Talen							
Verify Infor	mation						
Verify Infori	mation pient		Provencian	1			
Verify Infon Add Recip Remove	mation pient	ecipient Name	Processing Option	Transcript Type	Delivery Method	Quantity	Fee
Verify Infon Add Recip Remove Remove	mation pient ZHENXIONG SI	ecipient Name	Processing Option Now	Transcript Type Complete/All	Delivery Method Electronic PDF - \$1.75 👔	Quantity 1 copy = \$10.00 Total Fee for O	Fee \$11.75 rder: \$11.75
Verify Infon Add Recip Remove Remove	mation pient <mark>ZHENXIONG SI</mark>	ecipient Name 11 Request Order Upd Ves, please send (Carrier message	Processing Option Now lates Via Text me transcript orde and data rates ma	Transcript Type Complete/All er updates via tex ay apply.)	Delivery Hethod Electronic PDF - \$1.75 @	Quantity 1 copy = \$10.00 Total Fee for Or umber.	Fee \$11.75 rder: \$11.75
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Step 7: Carefully check your information and the click Check Out.

Notice: If your mobile phone carrier is not in the list, please do not tick the box, and

click Check Out directly.

Step 8: Pay with your Credit Card.

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	NATIONAL STUDENT CLEARINGHOUSE Transcript Ordering Center
	Review Your Order
	Order Number 16730072
	Total Amount: USD 11.75
	« Return to Transcript Ordering Center
	Pay With Your Credit Card
	Cardholder Name
	Credit Card Number
	Expiration Date (MMYY)
	Security Code