

Online Transcript Ordering System

Student Guide

Updated 7/2022

Please Note: Elisabeth Haub School of Law at Pace University transcripts **MAY NOT** be ordered in this method. To request and obtain a law school transcript, please reach out to the [Law School Registrar's Office](#). You can access their [transcript request form here](#).

Welcome to Pace University's Online Transcript Ordering!

Please take a moment to read through the following before placing your order

Ordering Transcripts

- Pace University has contracted with **The National Student Clearinghouse** to handle all transcript requests for current students, former students, and alumni
 - All transcript requests **must be submitted to** [The National Student Clearinghouse Transcript Ordering Page](#)
 - If you are a **current or recently graduated student**, please check to confirm that your final grades and degree information are posted on [MyPace Portal](#) **prior to** ordering your transcript
 - The National Student Clearinghouse will send updates on the status of your order via email

- Through the National Student Clearinghouse website, students and alumni can choose between two types of transcripts:
 1. A traditional **hard copy transcript**
 - Can be sent via regular mail or express mail
 - For students who attended Pace University **prior to 2005**, there may be delays in the processing time as these records require additional research
 2. An **electronic transcript**, a certified PDF of your official Pace University transcript
 - Can be emailed to a university, business, organization, or to any individual with a valid email address
 - Recipients of the Electronic PDF transcript will receive an email with a secured link, password, and instructions on how to retrieve the document; they will have **30 days to access the link**
 - This option is currently unavailable for students who attended Pace University **prior to 2005**; please contact the [Transcript & Verification Dept.](#) with any concerns regarding your records if you attended during these dates

Step 1: Entering Your Personal Information

- Begin your order by entering your personal information; the information entered on the first two screens is the contact information that Pace University will use should we need to reach out to you with any questions or issues regarding your order
- You must provide either your student UID Number (ex. U0123xxxx) or your Social Security Number (ex. 123-45-xxxx); you will need to enter this number twice to confirm
- **Please note:** If your name has changed since you attended Pace University and you need your new name to appear on your transcript, you must submit a [General Change Form \(PDF\)](#) along with the required documentation prior to submitting your transcript request; once you receive confirmation that your name has been changed, you may submit your transcript request

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

Enter Personal Information

Personal Information All fields required, unless otherwise indicated

First Name _____ Middle Name _____ Last Name _____
(Optional)

Date of Birth _____ Has your name changed since attending school? YES NO
MM/DD/YYYY

Student Identification Information One of the following is required

Student ID (U ID) _____ Confirm Student ID (U ID) _____
Dashes are not allowed Dashes are not allowed

OR

Social Security Number _____ Confirm Social Security Number _____
xxx-xx-xxxx xxx-xx-xxxx

Did you take any classes at Pace Law School? YES NO ⓘ

Are you currently enrolled at Pace University? YES NO

- Enter your contact information on this page
- You will receive updates regarding the status of your order to email address you provide here
- Please make sure the email address you enter on this page is valid and one that you access regularly
- You can also choose to receive text messages in this section

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 and Privacy Policy](#)

YES NO

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

Schools / Programs Attended (Optional)

New York City Campus

Begin Year

YYYY

End Year

YYYY (Optional)

Pleasantville Campus

Begin Year

YYYY

End Year

YYYY (Optional)

White Plains Campus

Begin Year

YYYY

End Year

YYYY (Optional)



If you are not currently enrolled at Pace University, you will need to provide the approximate years that you attended

Degree / Certificate Titles and Award Years (Optional)

Degree / Certificate Title

(Optional)

Award Year

YYYY (Optional)

Degree / Certificate Title

(Optional)

Award Year

YYYY (Optional)

Degree / Certificate Title

(Optional)

Award Year

YYYY (Optional)

Degree / Certificate Title

(Optional)

Award Year

YYYY (Optional)

For students who attended Pace University prior to 2005, there may be delays in the processing time as these records require additional research

Please provide additional information regarding which campus you attended, your degree received, and year awarded, if applicable

Step 2: Selecting Transcript Recipient Type

Once you've entered your contact information, you can select and provide information for the recipient of your transcript; below are the different types of recipients

The screenshot shows a three-step process bar at the top: 1. Enter Personal Information, 2. Select Transcript and Delivery Details (current step), and 3. Confirm Order and Checkout. Below the bar is the title "Select Transcript and Delivery Details". A dropdown menu is open, showing four options: "College or University", "Education Organization, Application Service and Scholarships", "Employer or Other", and "Myself". The "Myself" option is highlighted. To the right of the dropdown, there is a note: "s, schools must obtain the student's permission in order to release is determined by recipient type." At the bottom of the form are two buttons: "CANCEL ORDER" and "CONTINUE >".

Step 3: Entering the Recipient Details

Continue entering the recipient details; the following may be required depending on the delivery method:

- ✓ Contact person
- ✓ Valid email address
- ✓ Valid mailing address (domestic or international)

Processing Details All fields required, unless otherwise indicated

Which transcript do you want sent?
Current transcript

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?
Employment

Delivery Information

Express/Canada & Mexico - \$25.00

Express/International - \$25.00

Express/United States - \$11.25

Mail

Do you want to send additional documents with your transcript?

ADD FILE +

If you need to attach **additional documents** for our office to **complete and process** along with your transcript, please add them during this step

Delivery Information

How do you want your transcript sent?
Mail

How many copies do you want?
1 copy = \$7.25

School's Terms and Conditions:
Transcript will be mailed to recipient via regular 1st-class US mail within 3 business days of order.

I have read and accept my school's terms and conditions for the delivery method of Mail?
Acceptance to the Terms and Conditions is required. YES NO

Upload Attachment (optional)

Do you want to send additional documents with your transcript?

ADD FILE + ⓘ

Fee Summary

Transcript Quantity Fee	\$7.25
Total Fee for this Recipient	\$7.25

ATTACH DOCUMENTS HERE

Step 4: Reviewing the Transcript Order

- After providing the delivery details, you will be prompted to update your cart
 - You will be able to review your order and add the order to your cart
 - You still have the option of going back to edit the information you entered
 - Screenshots on the right show examples email delivery (top) and mail delivery (bottom)

The screenshot shows a three-step progress bar at the top: 1. Enter Personal Information, 2. Select Transcript and Delivery Details, and 3. Confirm Order and Checkout. Below the progress bar is the heading 'Provide Delivery Information' and a 'Recipient:' field with a redacted name. The main form area is titled 'Recipient Delivery Information' and includes a note 'All fields required, unless otherwise indicated'. It contains three input fields: 'Recipient' (redacted), 'Recipient Email Address' (redacted), and 'Confirm Recipient Email Address' (redacted). At the bottom, there are three buttons: '< PREVIOUS' (disabled), 'CANCEL' (disabled), and 'ADD TO CART >' (active).

The screenshot shows the same three-step progress bar as the top screenshot. Below it is the heading 'Provide Delivery Information' and a 'Recipient:' field with a redacted name. The main form area is titled 'Recipient Delivery Information' and includes a note 'All fields required, unless otherwise indicated'. It contains several input fields: 'Name of Recipient' (redacted), 'Attention (Optional)' (empty), 'Recipient Country' (dropdown menu showing 'United States'), 'Address 1' (redacted), 'Street number and name or PO Box' (redacted), 'Building, campus box, floor, apt, suite (Optional)' (redacted), 'City' (redacted), 'State/Territory/APO' (dropdown menu), 'Zip/Postal Code' (redacted), and 'Phone Number (0000) XXXX-XXXX (Optional)' (redacted). At the bottom, there are three buttons: '< PREVIOUS' (disabled), 'CANCEL' (disabled), and 'ADD TO CART >' (active).

- After adding the order to your cart, you will be prompted to the checkout section
 - You can press the **Checkout** button
 - You can also make edits or cancel the order to start over

The screenshot displays a checkout interface with a progress bar at the top containing three steps: 1. Enter Personal Information, 2. Select Transcript and Delivery Details, and 3. Confirm Order and Checkout. Below the progress bar, the heading "Checkout" is followed by a section titled "Pending Order Details".

At the top of the "Pending Order Details" section is a button labeled "ADD RECIPIENT +". Below this are two options: "Edit" (with a pencil icon) and "Remove" (with a trash icon). The recipient information is listed as "Recipient:" followed by a redacted name and "Recipient Address:" followed by a redacted address.

To the right of the recipient information, a list of fees is shown: "Total Fee for this Recipient:", "Processing Option:", "Delivery Method:", "Quantity:", "Transcript Quantity Fee:", and "Shipping and Handling Fee:", each followed by a redacted value.

At the bottom right of the details section, a box contains the text "Total Fee for Order:" followed by a redacted value.

At the bottom of the page, there are two buttons: a grey "CANCEL ORDER" button and a green "CHECKOUT >" button.

Step 5: Finalizing the Transcript Order

- To complete your transcript order, you must sign a consent form to release your information; this authorizes Pace University to send your transcript
 - You can choose to sign the consent form electronically as shown on the screenshot to the right or you can choose to download a PDF version of the form
 - If you choose the PDF consent form, you will have to email, fax, or mail the form to the **National Student Clearinghouse**; your transcript will not be processed until the form is received via the methods offered by the **National Student Clearinghouse**
- Once you complete this section, you will be prompted to the payment section

Step 6: Adding the Transcript Payment

- There is a standard transcript fee of \$7.25 per transcript
- These are the ordering options:
 - Electronic PDF
 - US/International Mail
 - US/International Express Mail
- There are additional fees for express and international mailing services; this information is provided in this section

Payment Details All fields required, unless otherwise indicated

Accepted Credit Cards:



Cardholder Name _____ Card Number _____ Security Code _____

Expiration Date

Month _____ Year _____

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 _____

Country
United States _____

Zip/Postal Code _____

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: \$7.25

- Additional payment information:
 - Payment can only be made by credit/debit card on the National Student Clearinghouse webpage
 - You will not be able to complete your order until the payment is submitted
 - Your credit or debit card is not charged until your transcript has been sent
 - If you use a debit card, your bank may put a hold on your funds when we pre-authorize your payment; please contact your bank for questions about the pre-authorization
 - Please see our [Transcript & Verification Page](#) for additional information on transcript fees
 - Once you press the **Submit Order** button, your request will be sent to the National Student Clearinghouse

Congratulations!

You have successfully ordered your official transcript.

You can [track your transcript order online](#) by providing the order number and your email address.

If you have any questions, please contact the [Office of the Registrar/Transcript & Verification Dept.](#)