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 1985**; please contact the Transcript & Verification Department 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 they 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 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
(Optional)

Last Name

Date of Birth
MM/DD/YYYY

Has your name changed since attending school?   YES   NO

Student Identification Information   One of the following is required

Student ID (U ID)
Dashes are not allowed

Confirm Student ID (U ID)
Dashes are not allowed

OR

Social Security Number
XXX-XX-XXXX

Confirm Social Security Number
XXX-XX-XXXX

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

Enter Personal Information

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)

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)

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

For students who attended Pace University prior to 1985, 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.

7

Step 2: Selecting Transcript Recipient Type

Once you've entered your contact information, you will select and provide information for the recipient of your transcript. Below are the different types of recipients.

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

Selecting an institution or organization from the provided list sends the transcript to a predetermined email or address that was provided to the National Student Clearinghouse by the institution or organization. **Please confirm with your institution or organization where the transcript should be submitted prior to placing your order.**

If your recipient **cannot be found on the provided list or you have been instructed to provide an exact email/address**, please type/select **NOT IN LIST** to enter the recipient information manually.

Step 3: Select Transcript and Delivery Details

Processing Details   All fields required, unless otherwise indicated

When do you want your transcript processed?

Current Transcript - Process As Is

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

How do you want your transcript sent? *

Electronic

Mail/United States

Mail/International - $5.00

Express/United States - $39.00

Express/Canada & Mexico - $59.00

Express/International - $75.00

Delivery fees above are set by the National Student Clearinghouse and are subject to change

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?
Electronic

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

School's Terms and Conditions:

Shortly after your request is processed by your school, your transcript recipient will be emailed a link to a secure Internet page where he or she can retrieve your official transcript. Upon that email notification, your credit card will be charged. The National Student Clearinghouse will guarantee that your recipient is notified that your transcript is ready for retrieval at the email address you provided when you placed the order; however, we cannot be responsible for whether or not your recipient retrieves or accepts the transcript. Because this is a new technology, we suggest that you contact your recipient and verify that he or she is willing to accept your transcript via this delivery method. The accuracy and correctness of the electronic transcript is solely the responsibility of your 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.

YES   NO

Upload Attachment (optional)

Do you want to send additional documents with your transcript?

ATTACH DOCUMENTS HERE   Add File ⊕   ⓘ

Step 4: 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)**

Mail/Express Delivery: Address Details

Electronic Delivery: Email Details

Send To Information All fields required, unless otherwise indicated

Send To Name
RECIPIENT NAME

Enter the Email Address where you want the transcript delivered.

Send To Email Address
recipientemail@gmail.com

Confirm Send To Email Address
recipientemail@gmail.com

Recipient Delivery Information All fields required, unless otherwise indicated

RECIPIENT NAME

Attention
Individual

(Optional)

Recipient Country
United States

Recipient Address

Street number and name or PO Box

Address 2

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

City
New York

State/Territory/APO
New York

Zip/Postal Code
10038

Phone Number

(XXX) XXX-XXXX (Optional)

This section may not be required if you selected your recipient from the Recipient Listing.

Step 5: Reviewing the Transcript Order

- After providing the delivery details, you will be prompted to update your cart

    o You will be able to review your order and add the order to your cart

    o You still have the option of going back to edit the information you provided

- After adding the order to your cart, you will be prompted to the checkout section

    o You can press the **Checkout** button or cancel the order to start over

    o You can then submit the payment for the transcript

- Order updates will be sent to you via email and, if you choose, by text message

Pending Order Details

Add Recipient ⊕

✎ Edit 🗑 Remove	**Total Fee for this Recipient:** $7.25
Recipient: RECIPIENT	**Processing Option:** Current Transcript - Process As Is
Email: RECIPIENTEMAIL@GMAIL.COM	**Delivery Method:** Electronic ⓘ
	Quantity: 1 copy
	Transcript Quantity Fee: $7.25

Total Fee for Order: **$7.25**

Step 6: 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

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Sign Consent Form All fields required, unless otherwise indicated

A signed consent form is required to release your transcript. If we do not receive your consent form within 30 calendar days from the date you submit your request, your order will be canceled, and you will not be charged.

Requestor: .
Order Number:

Transcript Recipient(s)

Electronic Consent Form

The fastest way to submit your consent form is electronically. Use your finger or mouse to draw your signature in the box. After you submit your signature, you may download a signed copy of the consent form for your records prior to providing payment in the next step.

Need Help Signing? ⓘ

Sign Here

Sign Here

Signature Date:

By submitting this signature, I, .   , certify that I am the above-named student and my electronic signature provided on this form is authentic and has the same validity and legally binding effect as signing this consent form by my hand in ink.

Clear Signature   Accept Signature

Step 7: Adding the Transcript Payment

- There is a standard transcript fee of $7.25 per transcript

- There are additional fees for express and international mailing services provided on the ordering page.

- These are the ordering options:
  - Electronic PDF
  - US/International Mail
  - US/International Express Mail

- Once submitted your order is final and will be sent to the National Student Clearinghouse

- You will receive email updates on the status of your transcript

- 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

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 Department.