



## Physician Assistant Transcripts and Verification

To request a transcript and verification with Pace University's seal, please see more information and instruction at <https://www.pace.edu/registrar/transcripts-and-verification>. Here are the keynotes:

### Ordering Transcripts/Verification

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 (<https://tsorder.studentclearinghouse.org/school/select>).
- 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 that 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. These records will only be available via mail delivery.
2. An electronic transcript, a certified PDF of your official Pace University transcript, that 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. (<https://frontdesk.pace.edu/>) with any concerns regarding your records if you attended during these dates.

Find the step-by-step instruction at <https://www.pace.edu/sites/default/files/2023-03/registrar-online-transcript-ordering-system-for-students.pdf>

### Other Verifications without University Seal

- Send the state verification, credentialing reference, and claims history request that does not require the University seal to Hope Eiger at [heiger@pace.edu](mailto:heiger@pace.edu).
- Send the education verification request for employers to your faculty advisor. You may find the faculty contact information at <https://www.pace.edu/college-health-professions/faculty>. Send the request to Hope Eiger at [heiger@pace.edu](mailto:heiger@pace.edu) if the faculty advisor is no longer with Pace University.
- Send the enrollment verification request for jury duty or apartment rental with attached form(s)/documentation to Sherylyne Toque at [stoque@pace.edu](mailto:stoque@pace.edu).

A list of licensing boards by state is available at <https://www.nccpa.net/state-licensing-boards/>.