## Online Transcript Ordering System

Student Guide

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 formhere.

# 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
  - o If you are a **current or recently graduated student**, please check to confirm that your final grades and degree information are posted on <a href="MyPace Portal">MyPace Portal</a> prior to ordering your transcript
  - o The National Student Clearinghouse will send updates on the status of your order via email

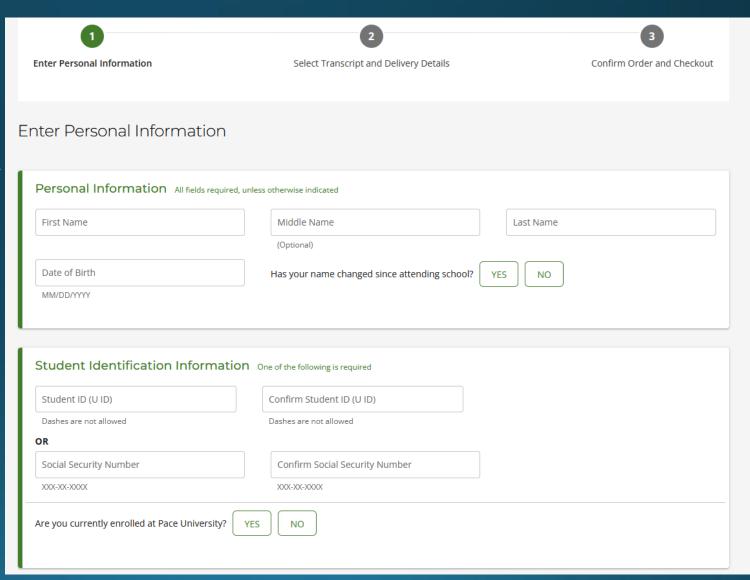
 Through the National Student Clearinghouse website, students and alumni can choose between two types of transcripts:

#### 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
  - o 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**

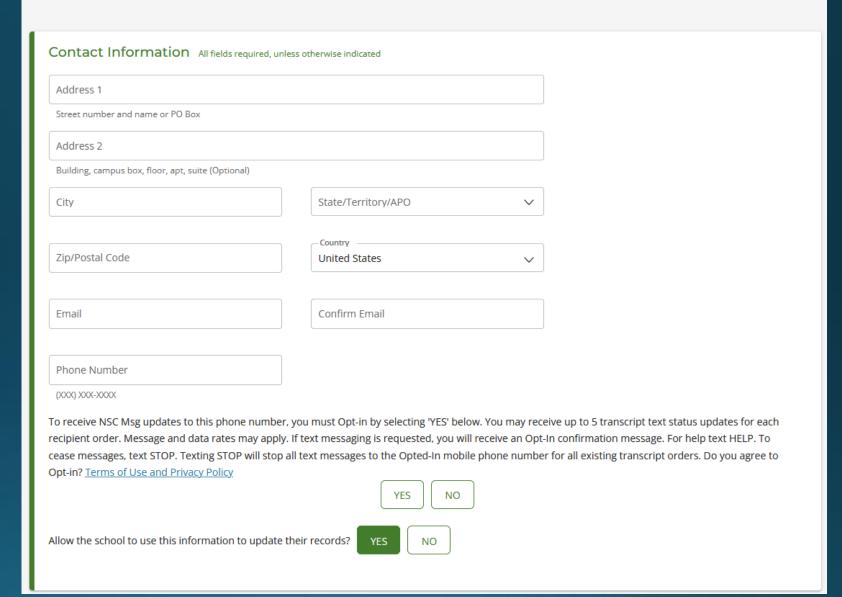
#### Step 1: Entering Your Personal Information

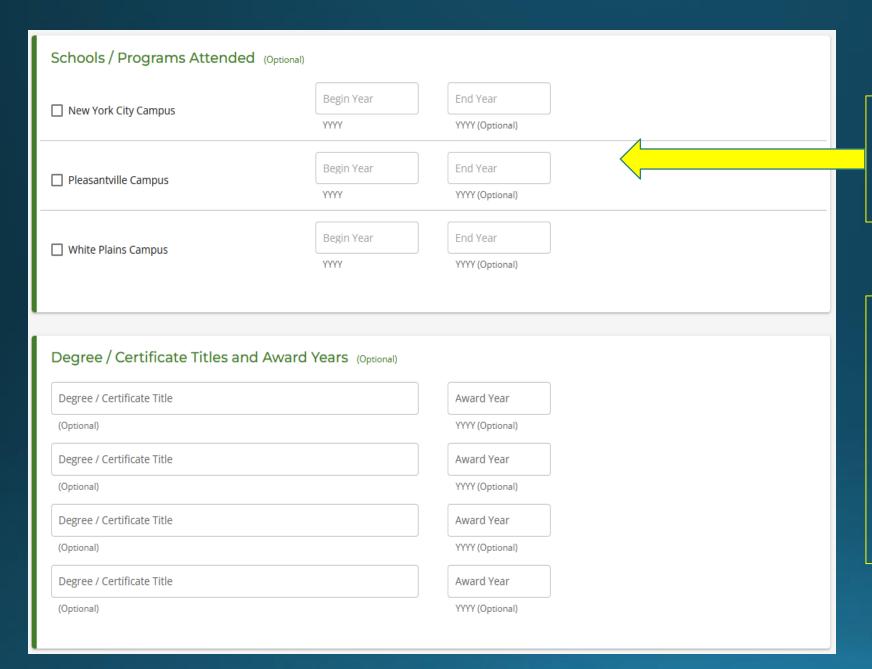
- Begin your order by entering your personal information. The information entered on the first two screens is the contact information that Pace University will use should they need to reach out to you with any questions or issues regarding your order.
- You must provide either your student UID Number (ex. Uo123xxxx) 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 <u>General Change Form</u> 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.



- 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





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.

#### 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.

Mho are you conding your transcript to

College or University

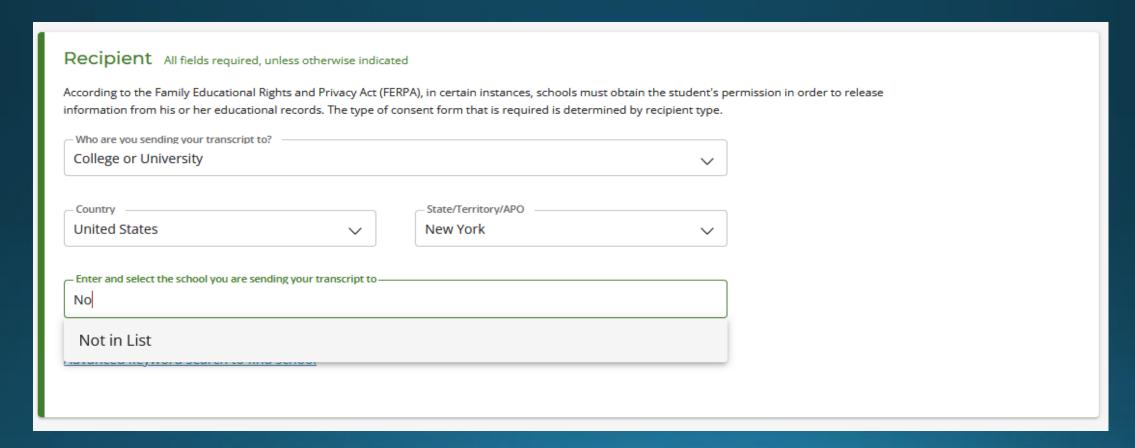
Education Organization, Application Service, Scholarship and Professional Licensing

**Employer or Other** 

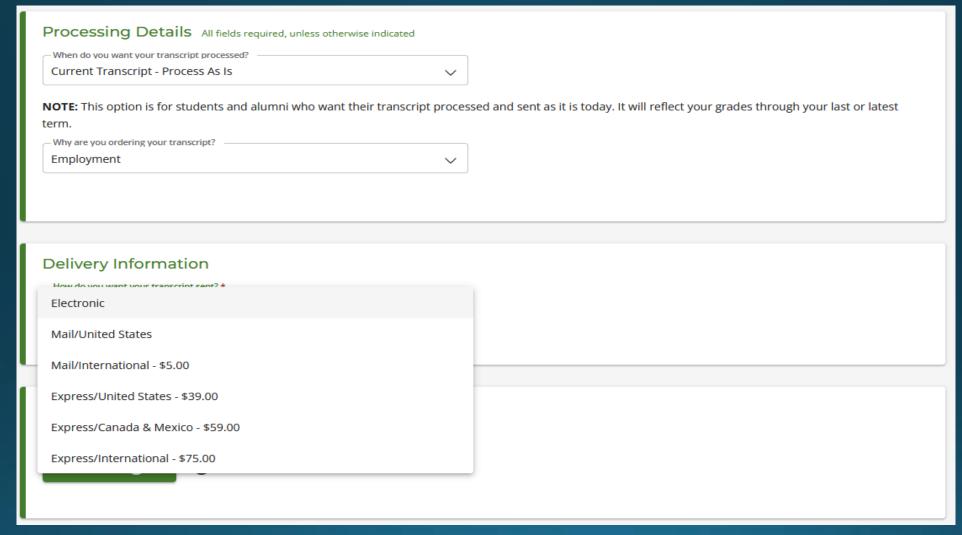
Myself

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.

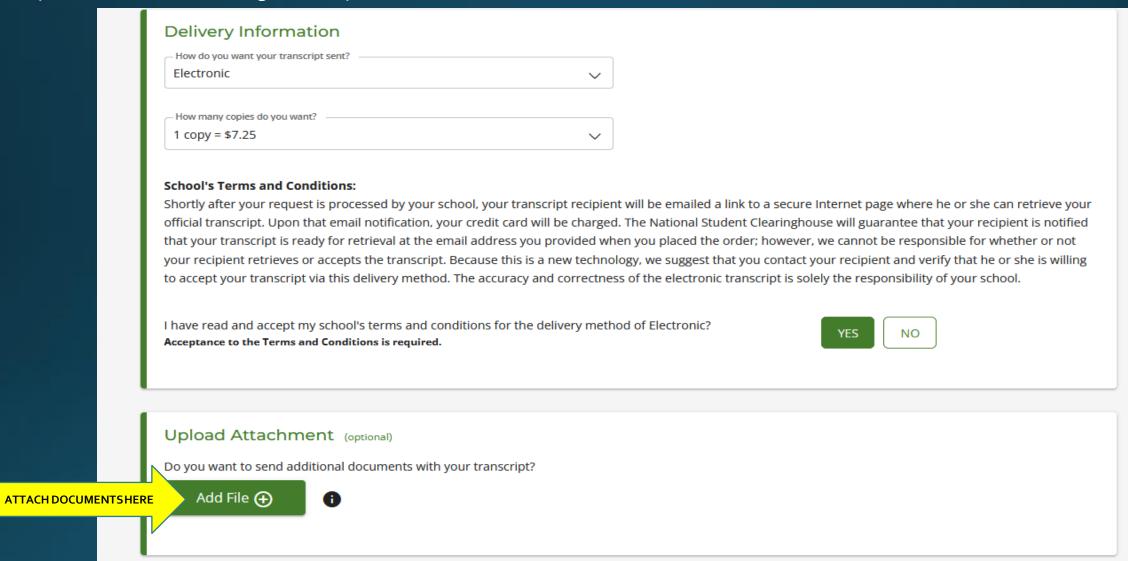


## Step 3: Select Transcript and Delivery Details



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.

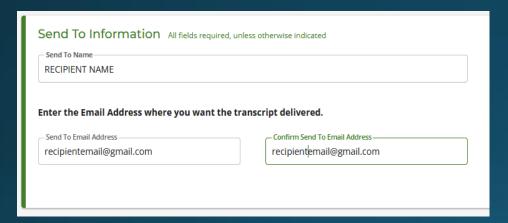


#### Step 4: Recipient Details

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

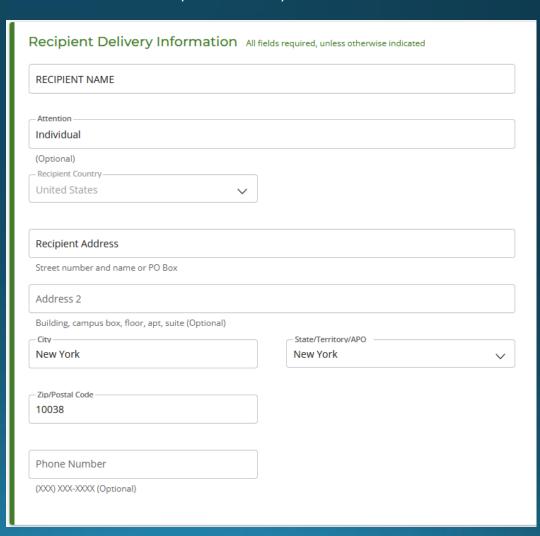
- ✓ Contact person
- √ Valid email address
- √ Valid mailing address (domestic or international)

Electronic Delivery: Email Details



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

Mail/Express Delivery: Address Details



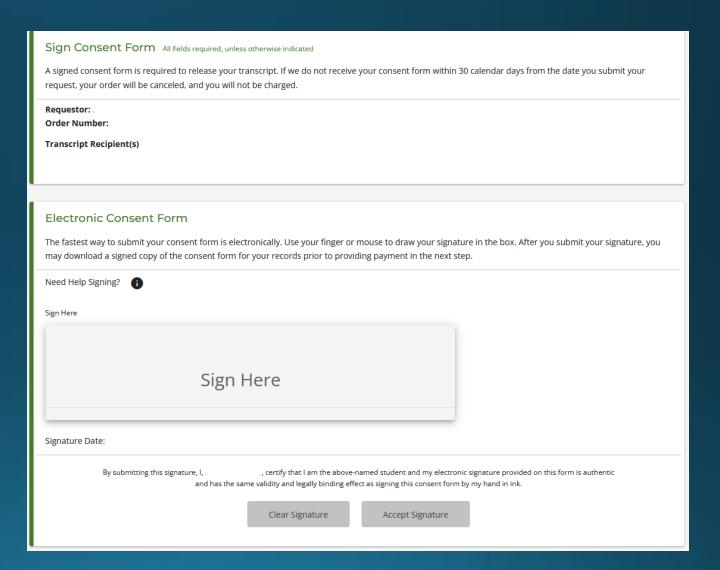
#### Step 5: Reviewing the Transcript Order

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



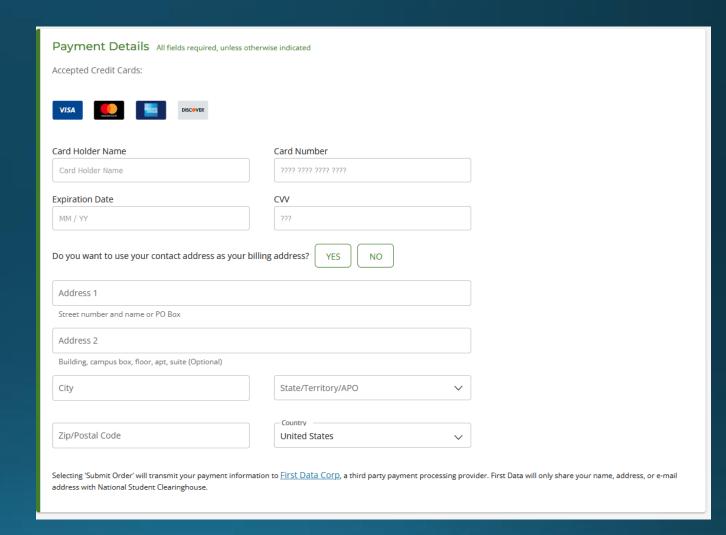
## Step 6: Finalizing the Transcript Order

- 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



## Step 7: Adding the Transcript Payment

- There is a standard transcript fee of \$7.65 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:

- o 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
- o 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
- o Please see our <u>Transcript & Verification Page</u> 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 <u>Office of the Registrar/Transcript & Verification</u> <u>Department</u>.