E-Transcripts Step By Step Screens

Order transcripts from National Student Clearinghouse

School Notifications

Welcome to Indiana University of Pennsylvania Transcript Ordering Page

If you attended our school prior to 1970, electronic PDF option will not be available.

Clearinghouse Notifications

Payment will be accepted, if a cost is involved, with any major credit or debit card. Your credit or debit card is not charged until your school sends your transcript(s). However, if you use a debit card, your bank may put a hold on your funds when we pre-authorize your payment. If you have questions on the pre-authorization, please contact your bank.

ORDER TRANSCRIPT(S) >

View Transcript Order Status

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, 8 digits only, do not use @
Dashes are not allowed

Confirm Student ID, 8 digits only, do not use @
Dashes are not allowed

OR

Social Security Number
XXX-XX-XXXX

Confirm Social Security Number
XXX-XX-XXXX

If you do not remember your Student ID, do not have an SSN, or do not want to give SSN, all 0s may be entered for either. The system will prompt you that your record cannot be found. Select to not edit your personal details and you may then continue with the ordering process.

Are you currently enrolled at Indiana University Of Pennsylvania?   YES   NO

If no is selected, the option to enter the start year and end year of enrollment will be provided underneath.

CANCEL ORDER   CONTINUE

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   ▼
_____   _____

                                              Country
Zip/Postal Code   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]

[CANCEL ORDER]   [CONTINUE]

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?   ▼
Who are you sending your transcript to? is required

*College or University
Education Organization etc.
Employer or Other
Myself*

[CANCEL ORDER]   [CONTINUE]

Select Transcript and Delivery Details
Recipient: ███████████

Processing Details All fields required, unless otherwise indicated

When do you want your transcript processed?

Why are you ordering your transcript?

- ***Current transcript – Process As Is*** *– transcript will send as is*
- ***After Degree is Awarded*** *– you wish to wait for your degree to be officially awarded before your transcript is sent (about a 2-8-week process after graduation)* <u>This selection is only for students that are graduating in the current term</u>***.***
- ***After Grades are Posted*** *– you wish to wait for your final grades to be posted before your transcript is sent. This will be at the end of the current semester.*

Delivery Information

How do you want your transcript sent?   ▼

Enter other required instructions only
(Optional)

Delivery is only assured with Express and US Certified Mail. Tracking information is provided.

Upload Attachment (optional)

Do you want to send additional documents with your transcript?

[ADD FILE +] ⓘ

Additional documentation may be uploaded and attached here such as <u>completed</u> request forms, course transfer forms, certifications, cover letters, resumes, etc. We do not complete the forms that are attached.

[‹ PREVIOUS]   [CANCEL ORDER]   [CONTINUE]

Provide Delivery Information
Recipient: SHAUNI WAGNER

Recipient Delivery Information All fields required, unless otherwise indicated

Recipient
SHAUNI WAGNER

Recipient Email Address
SMWAGNER@IUP.EDU

Confirm Recipient Email Address
SMWAGNER@IUP.EDU

If electronic transcript type is selected, enter the recipient's name and the recipient's email address. The email address that you provide here is where the electronic transcript will be sent.

[‹ PREVIOUS]   [CANCEL]   [ADD TO CART ›]

Delivery Information

How do you want your transcript sent?

Electronic ▼

How many copies do you want?

1 copy = $7.50 ▼

Enter other required instructions only

(Optional)

School's Terms and Conditions:

Transcript will be sent by Electronic Exchange (ETX).

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]

If electronic transcript type is selected and recipient information is NOT provided here to enter an email address, your transcript is being sent Electronic Exchange – ETX, which is the file sharing agreement IUP has with many other institutions and agencies; therefore, a recipient email address is not needed. Your transcript will most likely be in the FTP drive in the admissions office of the receiving institution.

Provide Delivery Information
Recipient: TEST

Recipient Delivery Information All fields required, unless otherwise indicated

Name of Recipient

TEST

Attention

(Optional)

Recipient Country

United States ▼

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

Phone Number

(XXX) XXX-XXXX (Optional)

If mail is selected, enter the mailing address here. Be sure to enter an accurate mailing address to avoid delays in receipt or your transcript being returned to sender.

*We cannot accept responsibility for non-delivery if the address provided to us is either incomplete or incorrect, nor can we accept responsibility for timely delivery by the U.S. Post Office, FedEx, or any other mail carrier vendor.

Checkout

Pending Order Details

ADD RECIPIENT +

✎ Edit 🗑 Remove

Recipient: SHAUNI WAGNER
Email: SMWAGNER@IUP.EDU

Total Fee for this Recipient: $10.00

Processing Option: Current transcript
Delivery Method: Electronic ⓘ
Quantity: 1 copy
Transcript Quantity Fee: $10.00
Documents Uploaded:
Edited_Seal_Crimson.jpg

Total Fee for Order: $10.00

CANCEL ORDER   CHECKOUT >

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: SHAUNI WAGNER
Order Number: 12846085

Transcript Recipient(s)
SHAUNI WAGNER

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

Click inside this box and use your mouse, track pad, or finger (if using a touch screen device) to sign your name.

Signature Date:

By submitting this signature, I, SHAUNI WAGNER, 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

Checkout

Payment Details All fields required, unless otherwise indicated

Accepted Credit Cards:

VISA   mastercard   AMERICAN EXPRESS   DISCOVER

Cardholder Name

|

Cardholder Name is required

Card Number

Security Code

Expiration Date

Month ▼   Year ▼

Do you want to use your contact address as your billing address?

YES   NO

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 ▼

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: $10.00

CANCEL ORDER   SUBMIT ORDER

This page will close in 2 minutes for security purposes. The information contained on this page will be in your order confirmation email.

OK

How E-Transcripts are Received by the Recipient

When an electronic transcript is sent to a recipient by email, the recipient receives **two** emails from the email address donotreply@studentclearinghouse.org. Be sure to check the junk email/spam folder if the links are not received. The first email includes a link to the transcript. The second email includes an access code that must be entered within the first email to download the transcript. **Both links are only active for 30 days. After the 30 days, the links will expire, and the requestor must place a new order. The transcript must be accessed, downloaded, and saved within 30 days of receipt.**

Email 1: Transcript Link

-----Original Message-----
From: Do Not Reply <donotreply@studentclearinghouse.org>
Sent: Tuesday, October 15, 2019 3:27 PM
To:
Subject: Transcript Order # Transcript Link for   STUDENT NAME   - Indiana University Of Pennsylvania

****
This e-mail was sent from a notification-only address that cannot accept incoming e-mail. Please DO NOT reply to this message.
****

The National Student Clearinghouse Transcript Ordering service has been authorized to release an electronic copy of the official academic transcript for   STUDENT NAME   from the Indiana University Of Pennsylvania to you.

To download the transcript, click the link below and sign in using the Access Code sent to you in a separate email. The retrieval link will expire in 30 days.

https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fsecure.studentclearinghouse.org%2Ftsdownload%2Ffaces%2FTSDownloadCenter%3Fgu%3D9705590&data=02%7C01%7Csrbozzer%40iup.edu%7C6407b3a340f944bfba1b08d751a95ecb%7C96704ed7a3e14bb8ba918b63ee16883e%7C0%7C0%7C637067660188265739&sdata=zL%2FhFQEE6iB5ENamZErZoHrrvxT6BILbPnc8QAMkfJY%3D&reserved=0

You will be presented with a PDF which is an authenticated and secure copy of the requestor's transcript. We recommend that you save a copy of this transcript as soon as possible. For best viewing experience we recommend using the latest version of Adobe Acrobat. Adobe Reader will need as the default PDF Viewer or you can open the transcript PDF file directly from Adobe Reader.

Questions? Email us at transcripts@studentclearinghouse.org and please include the order # .

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National Student Clearinghouse
A Non-Profit Association Founded by the Higher Education Community

https://nam04.safelinks.protection.outlook.com/?url=www.studentclearinghouse.org&data=02%7C01%7Csrbozzer%40iup.edu%7C6407b3a340f944bfba1b08d751a95ecb%7C96704ed7a3e14bb8ba918b63ee16883e%7C0%7C0%7C637067660188265739&sdata=1uZ8pFLdus%2BN8B7rOpa581Papr21NxrggnQ5zbcE45M%3D&reserved=0

Select this link to access the transcript. You will be prompted to enter the recipient email and the access code provided in the second email.

Email 2: Access Code

-----Original Message-----
From: Do Not Reply <donotreply@studentclearinghouse.org>
Sent: Tuesday, October 15, 2019 3:27 PM
To:
Subject: Transcript Order # Transcript Access Code for   STUDENT NAME   - Indiana University Of Pennsylvania

****
This e-mail was sent from a notification-only address that cannot accept incoming e-mail. Please DO NOT reply to this message.
****

The National Student Clearinghouse Transcript Ordering service has been authorized to release an electronic copy of the official academic transcript for   STUDENT NAME   from the Indiana University Of Pennsylvania to you.

You can download the transcript using the link that was sent to you in a separate email and this Access Code. The retrieval link will expire in 30 days.

Access Code (case sensitive):
exxJaeXa

For best viewing experience we reco the latest version of Adobe Acrobat. Adobe Reader will need to be set as the default PDF Viewer or you can open the transcript PDF file directly from Adobe Reader.

Questions? Email us at transcripts@studentclearinghouse.org and please inc # .

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A Non-Profit Association Founded by the Higher Education Community

https://nam04.safelinks.protection.outlook.com/?url=www.studentclearinghouse.org&data=02%7C01%7Csrbozzer%40iup.edu%7C7Cb9dfb630c66242d3562f08d751a96293%7C96704ed7a3e14bb8ba918b63ee16883e%7C0%7C0%7C637067660254716899&sdata=igeWOZTZ6Lyzw7C23hnE4NsR%2B4dXATLwgEsuAeSAgcg%3D&reserved=0

****

Enter this access code into the first email along with the recipient email.

Checking Transcript Order Status and Resending eTranscript Links

1.) To check the status of your transcript order and resend the transcript link and access code link of an eTranscript order, visit www.studentclearinghouse.org. Select **Order-Track-Verify**, then select *Track Transcript Order Status*.

2.) Enter the *transcript order number* sent in your order confirmation and the *email address* you used to place the order. Select **view status**.

3.) Confirm the details of your order and select **view details**. You are also able to view your order confirmation again if needed by selecting the link *View Order Confirmation*.

4.) Review the submission history of your order. To resend the transcript link and access code link, select both and confirm when prompted.