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LOGIN

1. Log in to the [National Student Clearinghouse](#).
2. When you are ready to order, click **START**.

Welcome Center

Governors State University

Help Logoff

Welcome to Transcript Ordering!

Thank you for using our online order system for transcripts.

Transcripts are not released for students with outstanding obligations (holds) to the university. To complete your order, you will need to fax or scan and email a form to the NSC.

Adobe Reader and Adobe Flash are needed to view electronic transcripts.

Transcripts can be ordered online using any major credit card (if a cost is involved). Your credit card will be charged when your school sends your transcript(s). Order updates will be emailed to you along with text messages if you desire. You may also track your transcript order online.

The following may be required to order a transcript online:

- ✓ A valid major credit card
- ✓ An email account
- ✓ Your signed consent

Start

Read all the instructions. When you have the required items ready, click START.

Track Your Order

Your Transcript #

Your Email Address

Enter the transcript number sent to you, order confirmation number and the email address used to place the order.

ENTER PERSONAL INFORMATION

3. Complete the Personal Info form: enter your current name and birthdate.
 - a. If your name while attending GSU is different from your current name, enter your name while you attended GSU.
 - b. Social Security Number is NOT a required field.

The screenshot shows the 'ENTER YOUR INFORMATION' form. It has two columns of input fields. The left column includes 'Current Name' (First, Middle, Last) and 'Date of Birth'. The right column includes 'Name While Attending School' (First, Middle, Last) and 'Confirm Social Security Number'. Below these are 'Social Security Number' and 'Confirm Social Security Number' fields. A callout box points to the 'Date of Birth' field with the text 'Enter your current name and birthdate.' Another callout box points to the 'Name While Attending School' fields with the text 'Enter your Personal Information.' A third callout box points to the 'Social Security Number' field with the text 'Social Security Number is NOT a required field.' A fourth callout box points to the 'Confirm Social Security Number' field with the text 'If, while attending GSU, your name was different from your current name, enter it here.'

4. At the bottom of the form, enter your phone number, email address (then confirm), and then answer the question about your years of attendance. Click **NEXT** to continue.

Please note: If you attended GSU prior to 1990, you can receive your transcript via postal mail or pick up your transcript in the Registrar's Office at GSU. Electronic transcripts are not available if you graduated from GSU prior to 1990.

The screenshot shows the 'CONTACT INFORMATION' form. It includes fields for 'Phone Number', 'Email', and 'Confirm Email'. Below these is a question: 'Did you attend Governors State University before 1990?' with 'Yes' and 'No' radio buttons. A callout box points to the 'No' radio button with the text 'If you attended GSU prior to 1990, electronic transcripts are not available. You will receive your transcript via postal mail, or you can pick up at GSU.' At the bottom, there are three buttons: 'Click NEXT.', 'Next', and 'Cancel Order'. An arrow points from the 'Click NEXT.' button to the 'Next' button.

The system will search for you.

Searching for [redacted]. One moment please...

5. Confirm Personal Information: If the information you entered is correct, click the **NEXT** button to proceed.

CONFIRM PERSONAL INFORMATION

We're sorry, but we are having trouble locating your transcript data based on the personal information you provided. Your request may require further research by your school's registrar office. You can select "Try Again" to review and modify your personal information or select "Next" to continue with ordering your transcript.

If you receive this message and would like to review the personal information you entered, click TRY AGAIN.

If the personal information you entered is correct, click NEXT.

Try Again **Next** Cancel Order

[Back to Top](#)

Questions? Check [Transcript Ordering Help](#).

6. Additional Contact Information: Enter your address, city, state and ZIP.

Items marked with * are required.

ADDITIONAL CONTACT INFORMATION

Your school would like you to provide the following additional contact information to assist them in fulfilling your request.

Address 1: * Enter your address.

Address 2:

City: * Enter your city.

State/Province/Region: * Select Choose your state.

If the address is outside the US, US territories, or Canada, select 'International'.

ZIP/Postal Code: * Enter ZIP. If no ZIP or Postal Code is required, enter 'N/A'.

Country: * United States

I authorize my school to update its records using the address and contact information above, and acknowledge that this authorization does not serve as official notification of changes to this information to my school.

ENROLLMENT/DEGREE INFORMATION

Are You Currently Enrolled at Governors State University?* Yes No

If your contact info has changed, checking this box allows GSU to update your record.

Click NEXT.

Next Cancel Order

- a. If you are currently enrolled at GSU, at the bottom of the form, under the Enrollment/Degree Information, answer YES. Then click NEXT.
- b. If you are not currently enrolled at GSU, click NO, and then enter the approximate years you did attend. Then click NEXT.

ENROLLMENT/DEGREE INFORMATION

Are You Currently Enrolled at Governors State University?* Yes No

Approximate Years of Attendance at Governors State University: Begin Year (yyyy) End Year (yyyy)

If you are not currently enrolled, enter the approximate years you did attend GSU. Click NEXT.

Next Cancel Order

SELECT RECIPIENT

7. Select the recipient of your transcript. Then for FERPA Compliance, choose your recipient again.

The screenshot shows the 'SELECT A RECIPIENT TYPE' form. At the top, there is a progress bar with six steps: 1. Enter Personal Info, 2. Select Recipient, 3. Enter Recipient Details, 4. Review Order, 5. Enter Credit Card, and 6. Sign Consent. The form has two main sections: 'Who will be the recipient of your transcript?' and 'FERPA COMPLIANCE'. The first section has four radio button options: 'College or university', 'Educational organization (other than a school)', 'Business or individual (other than myself)', and 'Me'. The second section has a dropdown menu for 'Who is the intended recipient of your transcript?' with options: 'Select', 'Me', 'School where I intend to apply or enroll', and 'Other'. Below the dropdown are 'Next' and 'Cancel Changes' buttons. Red callout boxes with arrows point to the 'College or university' option, the dropdown menu, and the 'Next' button. A blue callout box points to the 'Next' button.

1. Enter Personal Info 2. Select Recipient 3. Enter Recipient Details 4. Review Order 5. Enter Credit Card 6. Sign Consent

SELECT A RECIPIENT TYPE

Who will be the recipient of your transcript? *

- College or university
I want my transcript to be sent to a college or university.
- Educational organization (other than a school)
I want my transcript to be sent to an educational organization such as LSAC or AMCAS.
- Business or individual (other than myself)
I want my transcript to be sent to a business or individual.
- Me
I want my transcript to be sent to me or to pick it up in person.

FERPA COMPLIANCE

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 education records. To determine whether and what type of a consent form is required, please answer the following question.

Who is the intended recipient of your transcript? *

Select
Me
School where I intend to apply or enroll
Other

Next Cancel Changes

ENTER RECIPIENT DETAILS

8. Enter details of your recipient: Name, Delivery Options, and Processing Timeframe.

The screenshot shows the 'ENTER RECIPIENT DETAILS' form. At the top, there is a progress bar with five steps: 1. Enter Personal Info, 2. Select Recipient, 3. Enter Recipient Details, 4. Review Order, and 5. Enter Credit Card. Below the progress bar, it says 'Items marked with * are required.' The form has three main sections: 'RECIPIENT', 'DELIVERY OPTIONS', and 'PROCESSING TIMEFRAME'. The 'RECIPIENT' section has a text field for 'Name of Recipient' with the value 'Myself'. The 'DELIVERY OPTIONS' section has a dropdown menu for 'Delivery Method' with options: 'Select', 'Electronic PDF - \$1.00', 'Hold for Pickup', and 'Mail'. The 'PROCESSING TIMEFRAME' section has a dropdown menu for 'Processing Option' with the value 'Now'. Below the dropdowns are 'Save & Add Another Recipient', 'Next', and 'Cancel Changes' buttons. Red callout boxes with arrows point to the 'Delivery Method' dropdown and the 'Next' button. A blue callout box points to the 'Next' button.

1. Enter Personal Info 2. Select Recipient 3. Enter Recipient Details 4. Review Order 5. Enter Credit Card

Items marked with * are required.

RECIPIENT

Name of Recipient: Myself

DELIVERY OPTIONS

Delivery Method: Select
Electronic PDF - \$1.00
Hold for Pickup
Mail

PROCESSING TIMEFRAME

Processing Option: * Select
Now

Save & Add Another Recipient Next Cancel Changes

- If you choose **Electronic PDF**, add and confirm recipient email address. You can also upload documents you would like sent to the recipient along with your transcript.

The screenshot shows a form with several sections: **BUSINESS OR INDIVIDUAL RECIPIENT**, **DELIVERY OPTIONS**, **ATTACH ADDITIONAL DOCUMENTS**, and **PROCESSING TIMEFRAME**. In the **DELIVERY OPTIONS** section, the **Delivery Method** is set to "Electronic PDF - \$1.00". A callout box points to the **Recipient Email** and **Confirm Recipient Email** fields, stating: "If Electronic PDF, add and confirm recipient email address after choosing Electronic PDF delivery method." Another callout box points to the **Upload Documents** button, stating: "You can also upload documents you would like sent to the recipient along with your transcript." Below the button, it says: "Optional: Select upload to add documents (Maximum: 2) to your transcript request. Supported format(s): JPG, JPEG, GIF, PNG, TIF, TIFF, BMP, EPS, AI, PDF, ZIP, DOC, DOCX." In the **PROCESSING TIMEFRAME** section, the **Processing Option** is set to "Select".

b. If you choose **Mail**, complete the required fields.

The screenshot shows the form with the **Delivery Method** set to "Mail". The **Name of Recipient** field is empty. The **Attention** field is empty. The **Address 1** field is empty, with a note below it: "Most overnight/express services do NOT deliver to PO boxes." The **Address 2** field is empty. The **City** field is empty. The **State/Province/Region** field is set to "Select". A note below it says: "If the address is outside the US, US territories, or Canada, select 'International'." The **ZIP/Postal Code** field is empty, with a note below it: "If no ZIP or Postal Code is required, enter 'N/A'." The **Country** field is set to "select". The **Phone** field is empty, with a note below it: "For international phone numbers, include the country and area/city codes (e.g., 44-202-12345678) (required for overnight/express deliveries)". The **Quantity** is set to "1 copy = \$10.00".

REVIEW ORDER

9. Review and verify your order.

IMPORTANT: Do not use your browser's back button to add/edit a recipient.

- If you'd like to receive order updates as text messages, enter your **MOBILE PHONE NUMBER** and **CARRIER**.
- After you verify your order, click **CHECK OUT**.

- 1. Enter Personal Info
- 2. Select Recipient
- 3. Enter Recipient Details
- 4. Review Order
- 5. Enter Credit Card
- 6. Sign Consent

Verify your transcript order information before continuing.

To edit your order, select the name of the recipient. To add another recipient, select "Add."

(IMPORTANT: Do not use your browser's back button to add/edit a recipient.)

Remove	Recipient Add	Processing Option	Delivery Method ?	Quantity	Online Processing Fee	Total Fee
Remove		Now	Hold for Pickup	1 copy = \$10.00	\$2.25	\$12.25
Total Fee for This Order						\$12.25

Check the box, add your mobile phone number and pick your carrier if you'd like text updates.

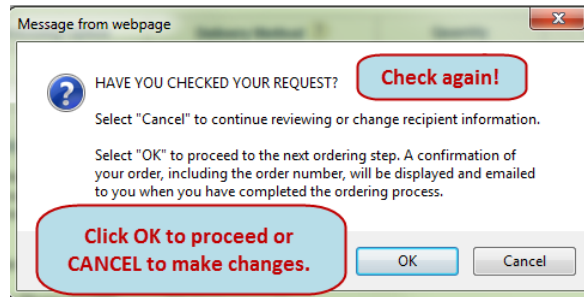
REQUEST ORDER UPDATES VIA TEXT

Yes, please send me transcript order updates via text message to the following number.
(Carrier message and data rates may apply)

Mobile Phone Number:

Mobile Phone Carrier:

- c. After you **CHECK OUT**, you will receive a pop-up "Have you checked your request?"
- d. Click **OK** to proceed or **CANCEL** to make changes.



PAYMENT PROCESS

- 10. Pay with your credit card by entering all information required.
- After you enter your payment, continue to **Authorization for Release of Information from Education Records.**

NATIONAL STUDENT
CLEARINGHOUSE STG-Transcript Ordering

Review Your Order

Order Number
12754693

Total Amount: USD

[« Return to STG-Transcript Ordering](#)

Pay With Your Credit Card

Cardholder Name

Credit Card Number



Expiration Date (MMYY)

Enter your payment information.

When complete continue to consent form.

SIGN PAPERLESS CONSENT FORM or PRINT CONSENT FORM

11. A consent form must be received by NSC with 30 days of your order. To expedite your transcript delivery, use the **Sign Paperless Consent Form** option.

Authorization for Release of Information from Education Records
for

IMPORTANT — A signed consent form is required to release your transcript.

Your transcript request (order number) has been received by the National Student Clearinghouse. Your transcript(s) cannot be sent until we receive your signed consent form. To expedite your transcript delivery, you can use the "Sign Paperless Consent Form" option. If you choose "Print Consent Form" option, please sign by hand and date a printed copy of the consent form and return it to us. We will accept a scan of your signed consent form as an email attachment.

IMPORTANT: If we do not receive your consent form within 30 calendar days from the date you submitted your request, your order will be canceled and you will not be charged.

What do I do if I don't have a printer? [Help](#)

Questions? Check [Transcript Ordering Help](#).

You can choose to sign the Paperless Consent Form, OR Print the Consent Form and mail or email it to NSC.

IMPORTANT: If NSC does not receive your consent form within 30 calendar days from the date you submitted your request, your order will be canceled and you will not be charged.

If you choose Print Consent Form, you can fax the completed form to 1.703.742.4238, or you can scan and email the completed form to transcripts@studentclearinghouse.org.

Transcript Order Number:

Consent to Release Information from Education Records
Only the student him/herself may sign this form

The undersigned individual authorizes
Governors State University
to release the official transcript of his/her education records to the individuals and/or organizations listed below and agrees to the charges on his/her credit card resulting from this order (which will appear on his/her credit card statement as "College Transcript").

KAREN KEIL

Student Name: Authorized for Order Number: 12764836

Sign Name

Sign your name using your computer mouse.

10/11/2014

Student Signature: Date:

Check box for Self-certification.

Self-certification statement
 By checking this box, 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.

12. After submitting the **Electronic Consent Form**, you will receive confirmation at the top of the consent form and a confirmation email.

Your consent form has been successfully submitted on 10/01/2014 10:24 AM ET.

You should receive a confirmation email shortly.

13. Go back to the NSC window and click **NEXT** to receive confirmation that your order was received.

Authorization for Release of Information from Education Records
for


IMPORTANT — A signed consent form is required to release your transcript.

Your transcript request (order number [redacted]) has been received by the National Student Clearinghouse. Your transcript(s) cannot be sent until we receive your signed consent form. To expedite your transcript delivery, you can use the "Sign Paperless Consent Form" option. If you choose "Print Consent Form" option, please sign by hand and date a printed copy of the consent form and return it to us. We will accept a scan of your signed consent form as an email attachment.

IMPORTANT: If we do not receive your consent form within 30 calendar days from the date you submitted your request, your order will be canceled and you will not be charged.

14. You will receive an instant confirmation.

Your transcript order is complete.

Print for your records.  PLEASE PRINT THIS PAGE FOR YOUR RECORDS.

Current Name: Name While Attending School: Student ID:	School: Governors State University Order #: 12764836 Order Date: 10/01/2014 10:10 AM ET
Recipient:	Recipient:
Processing Option: Now Delivery Method: Electronic PDF - \$1.00	
IMPORTANT: 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.	Your payment and contact info will be populated below.
Quantity: 1 copy = \$10.00 Online Processing Fee: \$2.25 Total Fee for This Recipient: \$13.25	
Total Fee for This Order: \$13.25	

Payment Method	Credit Cardholder Address	Your Contact Info

Your credit card will not be charged until the transcript(s) are sent.
The charge for this transaction will appear on your credit card statement as "College Transcript".
A copy of this order confirmation will be sent to ktsuenkel@govst.edu.

EMAILS and CONFIRMATIONS

All emails and confirmations you and the recipient receive are system generated from National Student Clearinghouse.

The FROM address is Do Not Reply <donotreply@studentclearinghouse.org>

EMAILS in receipt order:

- #1: **Requestor** receives an order confirmation
- #2: **Requestor** receives notification that consent form was received
- #3: **Requestor** receives notification that transcript was sent.
- #4: **Recipient** receives an email with a link to the requestor's transcript (if electronic delivery)
- #5: **Recipient** receives password to retrieve requestor's transcript (if electronic delivery)
- #6: **Requestor** receives notification that recipient has accessed the transcript

CONTACT INFO

If you have questions, please contact the Registrar's Office.

Email: transcripts@govst.edu

Phone: 708.534.4500