

UMKC Transcript Ordering Center

Ordering a Transcript

1. Official transcript ordering and fulfillment is handled by the National Student Clearinghouse (NSC). [Transcript Ordering Center](#)
2. To place an order you will click the **ORDER TRANSCRIPT(S)** button.

The screenshot shows the UMKC Transcript Ordering Center interface. At the top, there is a blue header with the text "Transcript Ordering Center" on the left, the UMKC logo in the center, and a "Help" icon on the right. Below the header is a section titled "School Notifications" with a white background and a grey border. This section contains the following text:

The University of Missouri – Kansas City (UMKC) has partnered with the National Student Clearinghouse for convenient transcript ordering and delivery

- Format options include electronic and paper copies.
- Delivery is fast, convenient, and secure.
- Ordering options include the ability to upload documents that must accompany your official transcript. *Please understand that your attachment will be reviewed and is subject to approval.*
- Once you place an order, you will receive order status updates, online order tracking, and email notification of delays.

Before You Begin

- Consult the intended recipient about the transcript format that is acceptable. Not every recipient will accept electronic transcripts. *The University will not reissue transcript orders or provide a refund for orders once they have been processed.*
 - If the intended recipient is a school, education organization, application service, or scholarship and they would prefer the transcript be mailed instead of sent electronically, be sure to select "not in list" in the dropdown school/organization name list in the Select Transcript and Delivery Details - Recipient section. "Not in list" is last in the dropdown.
- Prepare any documents that must accompany your transcript, then follow the instructions for up-loading them.
- Ensure that you have the correct mailing address or email address for the recipient. *The University cannot edit transcript orders. The University also cannot provide a refund for orders once they have been processed.*
- Have your debit or credit card ready.
- Holds on your student account may delay processing and delivery.
 - If you have a hold which prohibits the release of your transcript, you will receive a message with contact information to get additional assistance.
 - If your holds are not released within 30 days, your order will be automatically cancelled. If your order is cancelled, you will need to submit a new order after the holds are resolved.

Note: Once an order is submitted, it cannot be changed. If any information is entered incorrectly, please contact our office immediately at (816) 235-1125. We can try to cancel the order before it is sent. Once the order is cancelled, the student will need to place a new order with the corrected information. If the order has already been sent, the student will need to place a new order with the correct recipient information.

Special Circumstances

- **Pre-1975 Records:** If you attended in spring 1975 or earlier, your order will require 2-3 business days for processing. You will receive an email about your record being partially on paper, but you do not need to contact us. We will contact you if there are any issues with your order.
- **Hold for Grades/Degree:** Under processing option, if you select "After Grades are Posted" or "After Degree is Awarded", the request will not be processed until all your final grades are posted or your degree has been awarded. Also, you will need to specify which term grades or degree you want the transcript held by entering Spring, Summer, or Fall and the year.
- **Notary Services:** Under delivery method, if you need to have your transcript signed by a Notary Public, you will need to select "Hold for Pickup" and attach the [UMKC Transcript Notary Service Request Form](#).

If you have questions about information included on your transcript, please visit: <https://www.umkc.edu/registrar/records/transcripts.asp>

Below the "School Notifications" section is a section titled "Clearinghouse Notifications" with a white background and a grey border. This section contains the following text:

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.

At the bottom of the page, there is a green button with the text "ORDER TRANSCRIPT(S) >" and a right-pointing arrow.

3. You will be requested to fill out information about yourself. You must enter either your UMKC student ID number or your social security number.


4. Click next to continue the ordering process.

Enter Personal Info Select Recipient Enter Recipient Details Review Order Enter Payment Info Sign Consent

Enter Your Personal Information

Items marked with * are required.

Enter Your Information

Current Name:	Name While Attending School: <small>(if different from current name)</small>
* First Name: <input type="text"/>	First Name: <input type="text"/>
Middle Name: <input type="text"/>	Middle Name: <input type="text"/>
* Last Name: <input type="text"/>	Last Name: <input type="text"/>
* Date of Birth: <input type="text"/> 	
<small>mm/dd/yyyy (with or without slashes)</small>	

Your school requires one or the other of the following personal identifiers.

Student ID: <input type="text"/>	Confirm Student ID: <input type="text"/>
Social Security Number: <input type="text"/>	Confirm Social Security Number: <input type="text"/>

You can enter the SSN either with or without dashes.
Example: 123-45-6789 or 123456789

Contact Information

Please enter a phone number where we can reach you if there are questions about your transcript order. Your email address will be used to send you your order confirmation and order status alerts. The National Student Clearinghouse will not use your contact information for commercial solicitations.

* Phone Number:

For international phone numbers, include the country and area/city codes (e.g., 44-202-12345678)

* Email:

* Confirm Email:

* Did you attend University of Missouri - Columbia prior to 1975? Yes No

[Cancel Order](#)

5. You will then be asked to enter your current mailing address.

6. This page also asks the user if they are current students or when they approximately attended school.

Progress bar: Enter Personal Info (active), Select Recipient, Enter Recipient Details, Review Order, Enter Payment Info, Sign Consent

Additional Information

Items marked with * are required.

Contact Information

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

* Street Address:
Street number and Street name or PO Box

Additional Address:
Campus Box, Building, Floor, Apt., Suite

* City:

* State/Province /Region:

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

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

Country:

I authorize my school to update its records using the address and contact information above, but 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 University of Missouri-Kansas City? Yes No

[Cancel Order](#)

System Messages

Alert : The site you have accessed is for testing purposes only. Any transcript requests made through this site will NOT be processed!

Progress bar: Enter Personal Info (active), Select Recipient, Enter Recipient Details, Review Order, Enter Payment Info, Sign Consent

Additional Information

Items marked with * are required.

Enrollment/Degree Information

*Are you currently enrolled at University of Missouri-Columbia? Yes No

* Approximate Years of Attendance at University of Missouri-Columbia:

Begin Year End Year

[Cancel Order](#)

7. Advancing to the next screen starts the process of identifying the recipient of the transcript.

System Messages

Alert : The site you have accessed is for testing purposes only. Any transcript requests made through this site will NOT be processed!

Enter Personal Info **Select Recipient** Enter Recipient Details Review Order Enter Payment Info Sign Consent

Select Recipient

Items marked with * are required.

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.

8. This same page also has the FERPA Compliance selection.

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 educational 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

9. The next screen identifies the recipient of the transcript.

10. The person who places the order must select the name they want to appear on the transcript.

Enter Personal Info Select Recipient **Enter Recipient Details** Review Order Enter Payment Info Sign Consent

Enter Recipient Details

Items marked with * are required.

Recipient

* Name of Recipient:

Transcript Type And Purpose


* Transcript Type:


Delivery Options

- Select
- Preferred name displayed on transcript.
- Primary name displayed on transcript.

11. Next the person will select the delivery method.

Delivery Options

* Delivery Method: 


* 


- Hold for Pickup
- Electronic PDF
- Express/United States - \$27.00
- Express/Canada & Mexico - \$47.00
- Mail/United States
- Express/International - \$60.00

Processing Timeframe

* Processing Option:

12. The user will have to confirm the delivery method and select the quantity of transcripts requested.

* Quantity: 



- 1 copy = \$15.00
- 2 copies = \$30.00
- 3 copies = \$45.00
- 4 copies = \$60.00
- 5 copies = \$75.00
- 6 copies = \$90.00
- 7 copies = \$105.00
- 8 copies = \$120.00
- 9 copies = \$135.00
- 10 copies = \$150.00

Apply. The total fees will be displayed in the order summary.


Documents

Documents:

Documents (Maximum: 3) to your transcript request
DOCX, JPG, JPEG

Permits alpha numeric characters and non-consecutive periods, dashes, underscore and spaces

13. The user is given the ability to upload documentation to be delivered with the transcript. There is a limit of three attachments and rules about how the document must be named.


Upload Documents 

Reminder:

- Number of document(s) permitted per recipient: 3
- Supported format(s): PDF, DOC, DOCX, JPG, JPEG
- Maximum file name size: 64 characters

File name(s): Permits alpha numeric characters and non-consecutive periods, dashes, underscore and spaces

Additional Documents:


 No files selected.

The National Student Clearinghouse is committed to making its Web site accessible to the widest possible audience, including individuals with disabilities. If you use assistive technology (e.g., screen reader, eye tracking device, voice recognition software, etc.) and experience difficulty uploading additional documents, please contact the school from which you are requesting a transcript for assistance with supplying the documents via an alternative method.

14. There is also a processing timeframe where the user will select when they would like their transcript request processed. Selecting anything other than "Now" will prompt the user to enter a Term and Year for the processing option.

15. The terms must be spelled out fully as either Spring, Summer, or Fall.

Processing Timeframe

* Processing Option: After Grades Are Posted ▼

Will Be Posted: Select (y)

Now

After Grades Are Posted

After Degree Is Awarded

Save & Add Another Recipient Next [Cancel Changes](#)

Processing Timeframe

* Processing Option: After Grades Are Posted ▼

Will Be Posted: Term Year(yyyy)

Save & Add Another Recipient Next [Cancel Changes](#)

16. The user can add another recipient for the transcript.

17. The next page requires the user to confirm their options for deliver and their recipients. The users can also add another recipient for additional transcripts.



Review Your Recipients

Important Information

Verify your transcript order information before continuing. To edit your order, select the recipient's name. To add another recipient, select 'Add Recipient'.

Verify Information

+ Add Recipient

Options	Recipient Information	Transcript Type	Delivery Method	Quantity	Fee
Edit Remove	TESTER MCTESTERTON Hold for pickup by: TESTER T MCTESTERTON	Preferred name displayed on transcript.	Hold for Pickup ?	1 copy = \$17.25	\$17.25

Total Fee for Order: \$17.25

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: 000-000-0000

Mobile Phone Carrier: Select ▼

Check Out [Cancel Order](#)

18. On checkout the users will complete the order by entering payment information.

NATIONAL STUDENT CLEARINGHOUSE[®]

Transcript Ordering Center

Review Your Order

Order Number

12816686

Total Amount: USD **15.00**

[« Return to Transcript Ordering Center](#)

19. Once payment information is entered, the user will then be prompted to sign a consent form in order to comply with the release of educational records under the Family Education Rights and Privacy Act (FERPA).




Authorization for Release of Educational Records Information for 12816686

Important Information

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 submitted your request, your order will be canceled and you will not be charged.

Sign Consent Form

Your transcript request (order number 12816686) has been received by the National Student Clearinghouse. Your transcript(s) cannot be sent by your school until National Student Clearinghouse receives 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.

In order to download the Paper Consent form you may need the latest versions of Adobe Reader. 

[Sign Paperless Consent Form](#) [Download Consent Form](#)

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