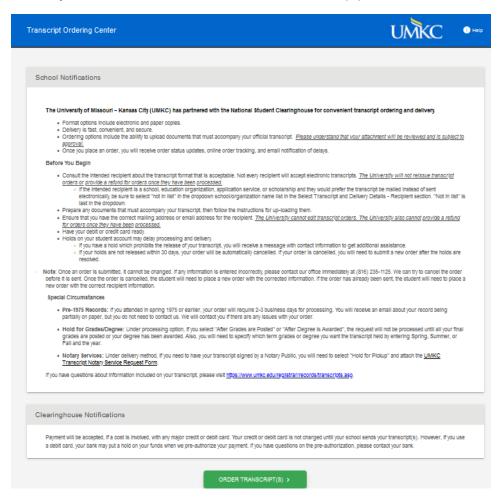
UMKC Transcript Ordering Center

Ordering a Transcript

- Official transcript ordering and fulfillment is handled by the National Student Clearinghouse (NSC). <u>Transcript Ordering Center</u>
- 2. To place an order you will click the **ORDER TRANSCRIPT(S)** button.



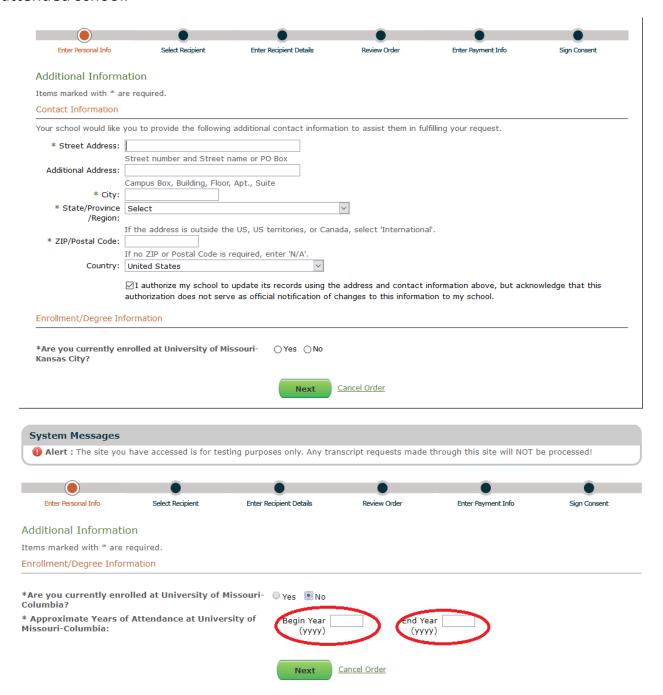
3. You will be requested to fill out information about yourself. You must enter either your UMKC student ID number or your social security number.

4. Click next to continue the ordering process.

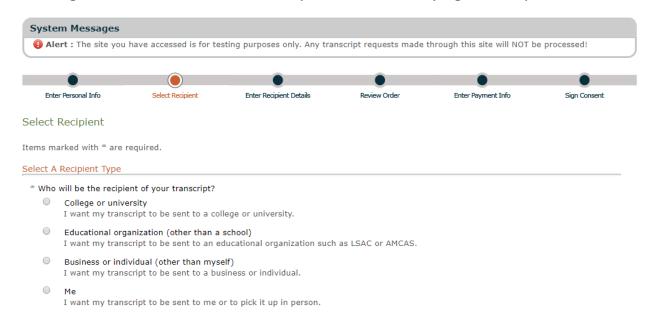
Enter Personal Info	Select Recipient	Enter Recipient Details	Review Order	Enter Payment Info	Sign Consent
Enter Your Personal	Information				
Items marked with * are	required.				
Enter Your Information					
Current Name:			ne While Attending So	chool:	
* First Name:		(First Name:		
Middle Name:			Middle Name:		
* Last Name:			Last Name:		
* Date of Birth:		₽			
r	mm/dd/yyyy (with or wit	hout slashes)			
	Student ID: al Security Number: an enter the SSN either Example: 123-	with or without dashes. 45-6789 or 123456789	Confirm Social Se	rm Student ID:	
		each you if there are quest e National Student Clearin			
* Phone Nu	mber:				
	For international p	hone numbers, include the	e country and area/city of	codes (e.g., 44-202-12345	678)
* E	Email:	•	,		
* Confirm E	Email:				
* Did you a University of Miss Columbia prior to :					
		Next	Cancel Order		

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

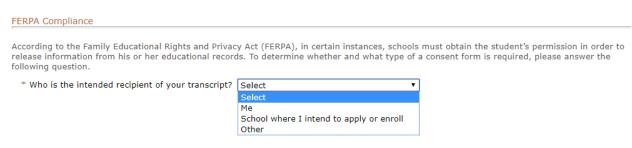
6. This page also asks the user if they are current students or when they approximately attended school.



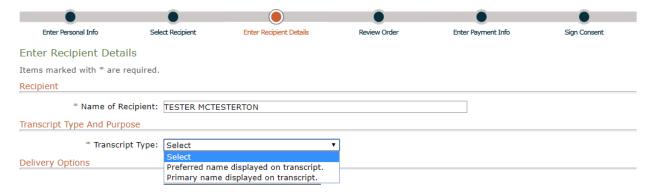
7. Advancing to the next screen starts the process of identifying the recipient of the transcript.



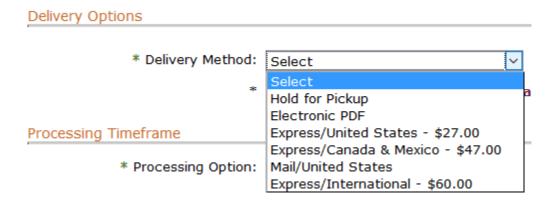
8. This same page also has the FERPA Compliance selection.



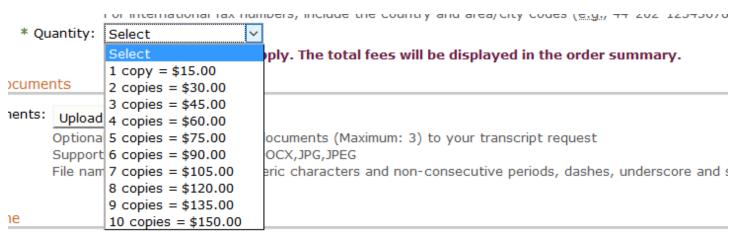
- 9. The next screen identifies the recipient of the transcript.
- 10. The person who places the order must select the name they want to appear on the transcript.



11. Next the person will select the delivery method.

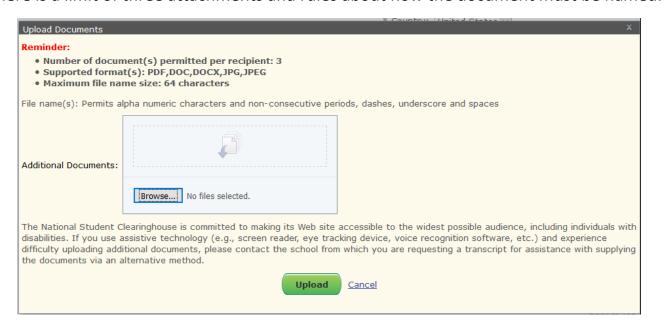


12. The user will have to confirm the delivery method and select the quantity of transcripts requested.



13. The user is given the ability to upload documentation to be delivered with the transcript.

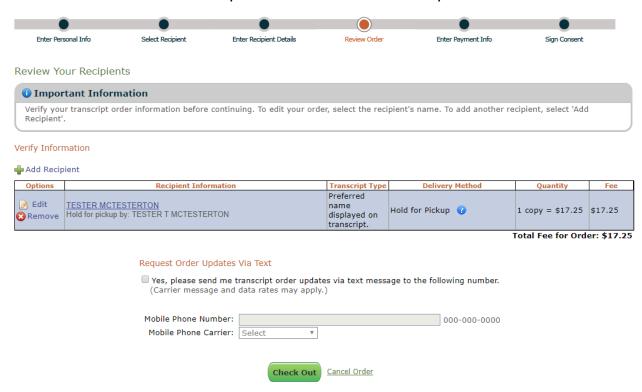
There is a limit of three attachments and rules about how the document must be named.



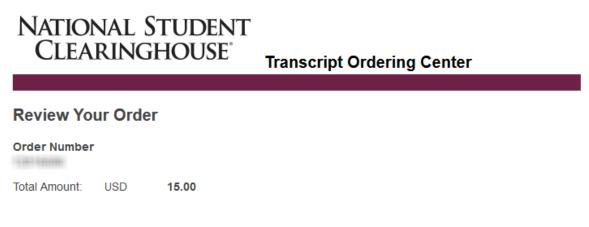
- 14. There is also a processing timeframe where the user will select when the when they would like their transcript request processed. Selecting anything other than "Now" will prompt the user to enter a Term and Year for the processing option.
- 15. The terms must be spelled out fully as either Spring, Summer, or Fall.



- 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.



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



« 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).

