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.

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.

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.

**Delivery Options**

- **Delivery Method:**
  - Select
  - 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:**

- Select
- 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

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 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.

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).