General ordering information

Please read through “additional transcript options” as these order options pertain to the ordering process and if the wrong option is selected, your order may be delayed.

If you are a graduated alumni/former student - You should always choose “current transcript,” not “after degree is awarded,” or “after grades are posted” as those options are only for current students!

Once an order has been placed you can return to this page to “view your transcript order.” Your order number and email address used for the order will be required for this status update. Order number will provided at the end of your order.
Personal Identifying Information
Please provide basic information that will help us locate your student record.
Alumni attending prior to 1981 will not have a LIN and should use their social security number.
If you are an international student, please enter “1” in LIN ID fields and indicate “no” that you don’t want to edit order when prompted.

NOTE: If you receive this error message below but are certain your information is correct, please select “no” to this prompt and it will allow you to continue with order. This will prompt Registration and Academic services to manually match your records for National Student Clearinghouse. If there are any issues, we will contact you via email with questions about your order.
Personal Contact information

This page intended for your personal information **not** your intended recipient for your transcript order. You can also choose to opt in for text message alerts on this page for updates about your order at the bottom of this page.

To receive NSC Meg 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 cancel 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]
Select one of the 4 recipient descriptors

NOTE: If you don’t see the intended recipient in the list that populates please select “not in list” and manually add information. Please carefully confirm the recipient delivery information as orders will not be refunded.
Transcript delivery details

Please refer to the first page of instructions for information under “additional transcript options” if you are uncertain about the question “When do you want your transcript processed?”

<table>
<thead>
<tr>
<th>Select Transcript and Delivery Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recipient: JESSICA SCOTT</td>
</tr>
</tbody>
</table>

**Processing Details**  All fields required, unless otherwise indicated

- **When do you want your transcript processed?**
- **What type of transcript do you want?**
- **Why are you ordering your transcript?**

**Delivery Information**

- **How do you want your transcript sent?**

**Upload Attachment**  (optional)

- **Do you want to send additional documents with your transcript?**

Uploading an attachment is an optional feature for ordering. **NOTE:** Only forms such as transcript matching form, degree verification forms, and resume will be accepted. We will not send personal statements/letters of recommendations. Please send those separately.
Transcript delivery information

Please enter transcript delivery information. If you were able to select your recipient from the list during recipient details this information should pre populate with that organization’s preferred method.

**NOTE:** If it does not match what you were told by a representative, please go back to recipient details screen and select “not listed” as this will allow you to manually enter the information.
Checkout and Signed consent

You can choose to either electronically sign for transcript or download form to sign or mail to National Student Clearinghouse. If choosing to download form and send, your order will not be processed until consent form is received!

<table>
<thead>
<tr>
<th>Checkout</th>
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</thead>
<tbody>
<tr>
<td><strong>Sign Consent Form</strong></td>
</tr>
<tr>
<td>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.</td>
</tr>
<tr>
<td>Requestor: JESSICA SCOTT</td>
</tr>
<tr>
<td>Order Number: 44194116</td>
</tr>
<tr>
<td>Transcript Recipient(s)</td>
</tr>
<tr>
<td>LEHIGH UNIVERSITY</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Electronic Consent Form</th>
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<tbody>
<tr>
<td>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.</td>
</tr>
</tbody>
</table>

Need Help Signing?

Sign Here

Signature Date:

By submitting this signature, I, JESSICA SCOTT, 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

Printable Consent Form

You must 'Continue' to the payment page after downloading the consent form to complete this order. If you do not continue to payment, your order will NOT be processed.

If you would prefer to provide a signed paper copy, you may download a copy of the consent form and either mail a copy to National Student Clearinghouse or provide a scanned copy in an e-mail attachment. Your order will be canceled if a consent form is not received within 30 days.
Payment details

Last step is to enter payment details and then you are all set! You will receive an email from National Student Clearinghouse to confirm your order.

Checkout

Payment Details  All fields required, unless otherwise indicated.

Accepted Credit Cards:

Cardholder Name
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 P.O. Box

Address 2
Building, campus box, floor, apt, suite (Optional)

City
State/Territory/PO

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: $12.40

CANCEL ORDER  SUBMIT ORDER.