

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!**

School Notifications

Please read information below before proceeding with your order

Please note: On September 30, the cost of a transcript (regardless of format) increased from \$8.00 to \$10.00.

Transcript Pricing

- **Cost:** \$10.00 per transcript ordered (electronic or paper). Express shipping or same-day pick-up are available for an additional fee.
- **Refunds:** At this time, refunds are not available. Please review your order carefully to ensure accuracy.

Transcript Formats

- **Electronic Transcripts:** Electronic transcripts are typically generated on the same day the order is placed. Before ordering, please confirm that your recipient will accept a transcript in this format; refunds are not available for electronic transcripts that are not retrieved.
- **Paper Transcripts:** Paper transcripts are generally processed within 3-5 business days. These are sent via standard USPS mail without available tracking. If you wish to track your transcript, you must choose express ordering for an additional fee.
- **Transcripts for Alumni/Former Students Who Attended Prior to 1981:** These transcripts require manual processing and may take an additional 2-3 business days to ship. If you attended prior to 1981, you will only be able to order a paper transcript; electronic pdfs are not available.

After Placing Order

- **Hold for Pickup Orders:** Pickup orders are available at Registration and Academic Services, Room 011, Alumni Memorial Building. Please note that official transcripts will only be released to the requester, with the presentation of a valid photo ID. Transcripts must be picked up within six months of ordering.
- **Cancelling:** Due to our automated ordering processing, once an order is received, it cannot be cancelled. Please review your order carefully to ensure accuracy.

Additional Transcript Options

- **After Degree is Awarded:** You should **only** select this option if your degree will be awarded in a future term. All transcripts are complete and show any prior degrees awarded. Selecting this option after your degree has been awarded will **prevent** the distribution of your transcript.
- **After Grades Are Posted:** You should **only** select this option if you are currently enrolled in the current semester at Lehigh and do not want your transcript request processed until after grades are recorded for the current semester. Selecting this option during a semester in which you are not enrolled will **prevent** the distribution of your transcript.
- **Holds:** If you have a hold on your account, your order will not be processed. Please ensure you have no holds before you proceed.

For additional transcript ordering assistance, please contact: <https://studentclearinghouse.org/mystudentcenter/transcripts/>

Clearinghouse Notifications

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.

[ORDER TRANSCRIPT\(S\) >](#)

[View Transcript Order Status](#)

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

Enter Personal Information

Contact Information All fields required, unless otherwise indicated

Address 1
Street number and name or PO Box

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

City **State/Territory/APO** ▼

Zip/Postal Code **Country**
United States ▼

Email **Confirm Email**

Phone Number
(XXX) XXX-XXXX

To receive NSC Msg 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 cease 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

Recipient details

Select Transcript and Delivery Details

Recipient All fields required, unless otherwise indicated

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. The type of consent form that is required is determined by recipient type.

Who are you sending your transcript to?

Who are you sending your transcript to? is required

CANCEL ORDER CONTINUE

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.

Select Transcript and Delivery Details

Recipient All fields required, unless otherwise indicated

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. The type of consent form that is required is determined by recipient type.

Who are you sending your transcript to?

- College or University
- Education Organization, Application Service and Scholarships
- Employer or Other
- Myself

CONTINUE

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?”

Select Transcript and Delivery Details

Recipient: JESSICA SCOTT

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?

ADD FILE + 

< PREVIOUS

CANCEL ORDER

CONTINUE

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

Provide Delivery Information

Recipient: LEHIGH UNIVERSITY

Recipient Delivery Information All fields required, unless otherwise indicated

Name of Recipient
LEHIGH UNIVERSITY

Attention
(Optional)

Recipient Country
United States

Address 1
Street number and name or PO Box

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

City **State/Territory/APO**

Zip/Postal Code

Phone Number
(XXX) XXX-XXXX (Optional)

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!

Checkout

Sign Consent Form All fields required, unless otherwise indicated

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.

Requestor: JESSICA SCOTT

Order Number: 44194116

Transcript Recipient(s)

LEHIGH UNIVERSITY

Electronic Consent Form

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.

Need Help Signing? 

Sign Here

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?

Address 1

Street number and name or PO Box

Address 2

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

City State/Territory/APO

Zip/Postal Code Country

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