

Step 1: [Transcript Ordering Center @ tsorder.studentclearinghouse.org/school/ficecode/00250600](https://tsorder.studentclearinghouse.org/school/ficecode/00250600)

The Office of the University Registrar will post important information about the transcript ordering process here.

Tip: Please carefully read the Things to know before placing your order section.

Tip: Current students are encouraged to review their unofficial transcript in mySLU before requesting an official transcript.

Tip: Click *Help* in the top right corner for additional help.

Tip: View Transcript Order Status at the bottom will provide order status information.

The screenshot shows the 'Transcript Ordering Center' page for Saint Louis University. The header includes the university's name and logo, along with a 'Help' icon. Below the header, there are three main sections: 'System Messages', 'School Notifications', and 'Clearinghouse Notifications'. The 'System Messages' section contains a red banner with important information about delays due to the Coronavirus. The 'School Notifications' section includes a red note about submitting online requests for PDF electronic delivery, followed by text about transcript types and a list of 'Things to know before placing your order'. The 'Clearinghouse Notifications' section provides information about payment methods. At the bottom, there is a green button labeled 'ORDER TRANSCRIPT(S) >' and a link to 'View Transcript Order Status'.

Transcript Ordering Center

SAINT LOUIS UNIVERSITY. Help

System Messages

Important Information: Please be advised there may be delays or disruptions in processing transcript requests by institutions closed due to the Coronavirus. Please check the school's website for closure information.

School Notifications

Note: You are strongly encouraged to submit an online request for PDF electronic delivery for your transcript order to be processed in a timely manner due to delays in U.S. Mail.

There are two types of transcripts available with this service: electronic and paper.

IMPORTANT: Your transcript request cannot be processed if you have a financial obligation to Saint Louis University, or if required, you do not sign and submit the paper or electronic consent form. *In addition, if you attended SLU prior to Fall 1988 and even if you attended after this term, a paper transcript is the only option available to you.*

You may request that up to two additional documents (e.g. scholarship forms) accompany your transcript(s). Please note the University can accept only pdf files. If you upload any other type of document with your transcript request, the document(s) will NOT be sent with your transcript(s).

Things to know before placing your order:

- Transcripts will not be released for students who have a hold on their account. You must clear all holds on your account before your transcript order can be placed and processed.
- Transcript requests are processed in the order they are received. If you choose the hold for grades or hold for degree options, then your order will be processed once all grades and/or degrees are posted to your Banner student account.
- If you choose the electronic transcript option, you will need to verify that your intended recipient will accept your transcript via this delivery method.
- If you choose to have your transcripts mailed, you will need to verify and provide the correct address for the intended recipient. Saint Louis University is not responsible for verifying destination addresses.
- Saint Louis University does NOT process refunds for official transcript orders.

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](#)

Step 2: Enter Personal Information

Your personal information will help match your order to your academic record.

Tip: If your name has changed since attending SLU ensure you indicate your former name(s)

1 Enter Personal Information ———— 2 Select Transcript and Delivery Details ———— 3 Confirm Order and Checkout

Enter Personal Information

Personal Information All fields required, unless otherwise indicated

First Name Your first name	Middle Name (Optional)	Last Name Your last name
Date of Birth Your date of birth <small>MM/DD/YYYY</small>	Has your name changed since attending school?	<input type="button" value="YES"/> <input checked="" type="button" value="NO"/>

Student Identification Information One of the following is required

Student ID <small>Dashes are not allowed</small>	Confirm Student ID <small>Dashes are not allowed</small>
OR Social Security Number ***** <small>XXX-XX-XXXX</small>	Confirm Social Security Number ***** <small>XXX-XX-XXXX</small>
Are you currently enrolled at Saint Louis University?	<input type="button" value="YES"/> <input checked="" type="button" value="NO"/>
Did you attend Saint Louis University before 1988?	<input type="button" value="YES"/> <input checked="" type="button" value="NO"/>
<small>Note: Electronic delivery is not available if you attended prior to the date above.</small>	
Year From 2006 <small>YYYY</small>	Year To 2007 <small>YYYY</small>



Step 3: Enter Personal Information

Your contact information will allow us to contact you if there is any issue with your order.

Tip: You may opt in for text message update for the status of your order

1 Enter Personal Information 2 Select Transcript and Delivery Details 3 Confirm Order and Checkout

Enter Personal Information

Contact Information All fields required, unless otherwise indicated

Address 1
Your street address
Street number and name or PO Box

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

City **Your city** State/Territory/APO **Illinois**

Zip/Postal Code **Your zip** Country **United States**

Email **Your email** Confirm Email **Your email**

Phone Number
Your 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](#).

Step 4: Select Transcript and Delivery Details

You have 4 choices on where to send your transcript.

College or University: This dropdown will pre-populate a list of institutions searchable by state. Note the institutions preferred receiving method will default on the following page.

Education Organization, Application Service and Scholarships: You can send transcripts to AMCAS, AAMC, SOPHAS, etc. You will be prompted for your application ID so that a matching form is **NOT** needed.

Employer or Other: This is used for when you want to email or mail a transcript to someone other than yourself, a college/university or a centralized application service.

Myself: This will pull your address and email information previously entered.

1 Enter Personal Information ——— 2 Select Transcript and Delivery Details ——— 3 Confirm Order and Checkout

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.

What type of recipient are you sending to?

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

CONTINUE

Step 5: Select Transcript and Delivery Details

You can choose to send your transcript

- now as is, or
- wait until your grades in the current semester are submitted, or
- wait until your degree is awarded.

You will choose your delivery method and number of copies. If electronic you must agree to the NSC terms and conditions for electronic delivery.

A summary of the cost of your order will be displayed.

Tip: If needed, you can upload additional documents to include with your order. This will be reviewed and approved before the order is processed.

1 Enter Personal Information ———— 2 Select Transcript and Delivery Details ———— 3 Confirm Order and Checkout

Select Transcript and Delivery Details

Recipient: RYAN CROUSE

Processing Details All fields required, unless otherwise indicated

When do you want your transcript processed?
Current Transcript - Process As is

NOTE: This option is for students and alumni who want their transcript processed and sent as it is today. It will reflect your grades through your last or latest term.

Delivery Information

How do you want your transcript sent?
Electronic - \$1.00

How many copies do you want?
1 copy = \$4.00

School's Terms and Conditions:
Shortly after your request is processed by your school, your transcript recipient will be emailed a link to a secure Internet page where he or she can retrieve your official transcript. Upon that email notification, your credit card will be charged. The National Student Clearinghouse will guarantee that your recipient is notified that your transcript is ready for retrieval at the email address you provided when you placed the order; however, we cannot be responsible for whether or not your recipient retrieves or accepts the transcript. Because this is a new technology, we suggest that you contact your recipient and verify that he or she is willing to accept your transcript via this delivery method. The accuracy and correctness of the electronic transcript is solely the responsibility of your school.

I have read and accept my school's terms and conditions for the delivery method of Electronic?

Acceptance to the Terms and Conditions is required.

Upload Attachment (optional)

Do you want to send additional documents with your transcript?

ⓘ

Fee Summary

Transcript Quantity Fee	\$4.00
Secure Electronic PDF Fee	\$1.00
Total Fee for this Recipient	\$5.00



Step 6 and 7: Provide Delivery Information and Checkout

You will confirm the Delivery Information and add the order to your cart. If your order looks correct checkout or cancel your order.

Tip: For electronic transcripts, ensure the email address you enter is accurate and will accept electronic transcripts.

Tip: For paper transcripts, research whether they will accept electronic transcripts since usually processed within 15 minutes. Also, ensure the mailing address is accurate.

Tip: You can add additional recipients here.

The screenshot shows a progress bar at the top with three steps: 1. Enter Personal Information, 2. Select Transcript and Delivery Details (current step), and 3. Confirm Order and Checkout. Below the progress bar, the title is 'Provide Delivery Information' with the recipient name 'RYAN CROUSE'. A sub-header reads 'Recipient Delivery Information All fields required, unless otherwise indicated'. The form contains two input fields for 'Name' and 'Email', and two smaller input fields for 'Confirm Recipient Email Address'. At the bottom, there are three buttons: '< PREVIOUS' (disabled), 'CANCEL' (disabled), and 'ADD TO CART >' (active).

The screenshot shows a progress bar at the top with three steps: 1. Enter Personal Information, 2. Select Transcript and Delivery Details (current step), and 3. Confirm Order and Checkout. Below the progress bar, the title is 'Checkout'. A sub-header reads 'Pending Order Details'. There is an 'ADD RECIPIENT +' button. Below that, there are 'Edit' and 'Remove' options. The recipient information is displayed as 'Recipient: Name' and 'Email: Email'. To the right, a table lists the fees for this recipient:

Total Fee for this Recipient:	\$5.00
Processing Option:	Current Transcript - Process As Is
Delivery Method:	Electronic <input checked="" type="radio"/>
Quantity:	1 copy
Transcript Quantity Fee:	\$4.00
Secure Electronic PDF Fee:	\$1.00

At the bottom right, a green box displays 'Total Fee for Order: \$5.00'. At the bottom of the form, there are two buttons: 'CANCEL ORDER' (disabled) and 'CHECKOUT >' (active).



Step 8: Sign Consent Form

You must sign an electronic consent form using their finger or your mouse.

Tip: Don't forget to click ACCEPT SIGNATURE before continuing.

1 Enter Personal Information ——— 2 Select Transcript and Delivery Details ——— 3 Confirm Order and Checkout

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: **Your name**
Order Number: **Order Number**
Transcript Recipient(s)
Recipient(s)

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



Signature Date: 12/10/2020 12:37 PM

By submitting this signature, I, **Name**, 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.

Step 9: Checkout

Enter your payment information and click **SUBMIT ORDER**

Tip: For security purposes, you will be present a confirmation page that is only available for 2 minutes.




Tip: You will receive a confirmation via email and text (if you opted in for text).

1 Enter Personal Information ——— 2 Select Transcript and Delivery Details ——— 3 Confirm Order and Checkout

Checkout

Payment Details All fields required, unless otherwise indicated

Accepted Credit Cards:

Card Holder Name Card Number

Exp Date CVV

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: \$5.00

