Step 1: Transcript Ordering Center @ 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.
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)
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.
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.
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 summery 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.
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.
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.
Step 9: Checkout

Enter your payment information and click SUBMIT ORDER.

**Tip:** For security purposes, you will be presented 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).