

## **Ordering Transcripts via the National Student Clearinghouse (NSC)**

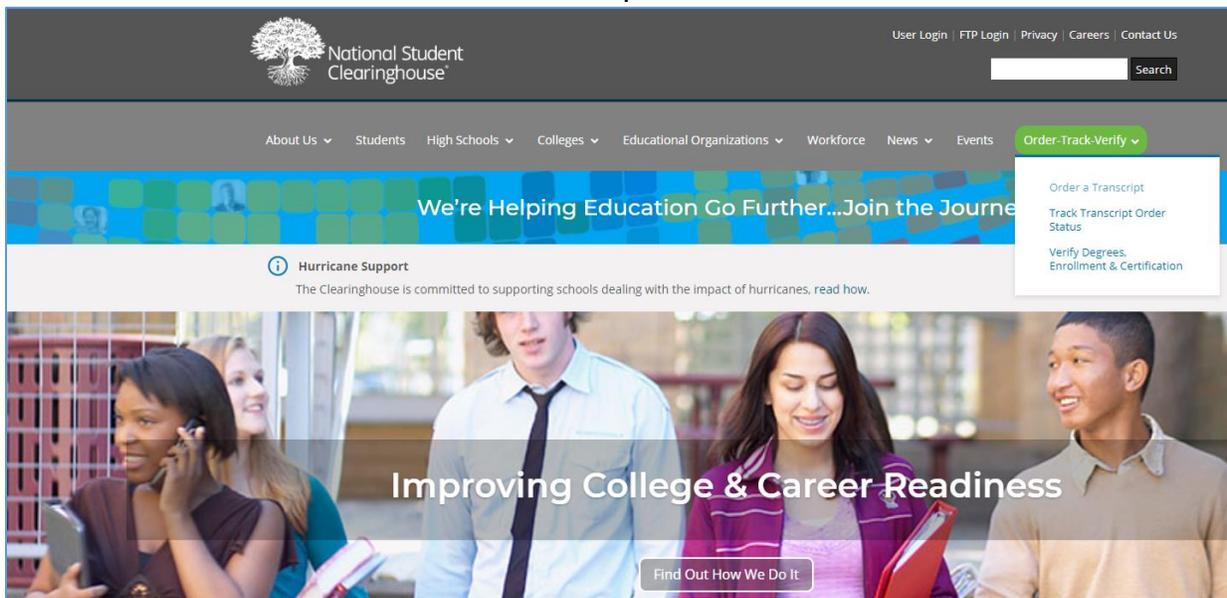
There are two ways to access the National Student Clearinghouse, by starting at step one below, or clicking the link from [Drew University Registrar's website](#) and starting at step 3.

**Before beginning the process, make sure that:**

- you have 10-15 minutes of uninterrupted time to complete the request process.
- you have access to a scanner or electronic signature software/app.

### **1. Type [studentclearinghouse.org](https://studentclearinghouse.org) into the address bar of your internet browser.**

- a. Click “Order-Track-Verify” from the right-hand side.
- b. Then select “Order a transcript.”



### **2. Type “Drew University” and click “Continue.”**

The image shows a screenshot of the "Transcript Ordering Center" on the National Student Clearinghouse website. The page title is "Transcript Ordering Center" and there is a "Help" icon in the top right corner. The main content area is a form titled "Order a Transcript". It contains a text input field with the placeholder text "Enter the school you want to request your transcript from" and the value "Drew University". Below the input field is a link for "Advanced Keyword Search". At the bottom of the form is a green button labeled "CONTINUE >". The footer of the page displays the "NATIONAL STUDENT CLEARINGHOUSE" logo.

If you are experiencing difficulties, please reference the National Student Clearinghouse help pages:

- <https://studentclearinghouse.org/mystudentcenter/transcripts/>
- <https://studentclearinghouse.org/mystudentcenter/knowledge-base/returning-consent-form/>

### 3. Review the terms and click “ORDER TRANSCRIPT(S).”

- a. You should see the Drew University logo in the top right.
- b. After reading the terms, scroll to the bottom on the welcome page and click “Order Transcripts.”

\* You can also get to this page by clicking the link on the transcript request page on our [website](#), skipping steps 1 & 2.

Transcript Ordering Center

**DREW**  
DREW UNIVERSITY / MADISON NJ

Help

School Notifications

THE COST IS A \$2.25 PROCESSING FEE FOR EACH TRANSCRIPT RECIPIENT.

\*\*\*\*ATTENTION MAY 2018 GRADUATES\*\*\*\*

PLEASE BE AWARE THAT ALL RUSH REQUEST OR REGULAR MAIL REQUEST FOR TRANSCRIPT WITH THE INSTRUCTIONS, "TO SEND AFTER GRADES ARE POSTED" ARE LIKELY TO BE CANCELLED.

Unfortunately, the Registrar Office is unable to monitor students grades , and process a request once an individual student grades are posted. The last day for grade submittal is May 23, 2018. If you have put in a request with the specialized instructions, please be aware that your order may possibly be cancelled, ESPECIALLY IF A RUSH REQUEST.

It is advised that you, the student, monitor your grades and when you see that they are posted to put in your request for a Rush Transcript. This is also the case for regular mail transcripts request as stated before, the University is unable to monitor students grades.

THERE WILL BE NO CHARGE TO YOUR CREDIT CARD IN THE EVENT YOUR ORDER IS CANCELLED.

AGAIN, ONCE YOU SEE YOUR GRADES HAVE BEEN POSTED, PLEASE RESUBMIT YOUR REQUEST FOR PROCESSING.

**TRANSCRIPT REQUEST**

Do you have documents to include with your transcript? You may attach 1 additional document to your transcript order to send along with your transcript, eg. LSAC doc. Upload the document while in the order process.

**DELIVERY METHOD OPTIONS:**

**• Hold for Pickup** – Once your transcript request has been received in our office, the transcript will be available for pickup at 36 Madison Avenue, Madison, NJ, Holloway Hall 1st Floor room 116. Our office hours are 9-5 Monday through Friday. On Fridays in the summer we close at 12:30. You will receive an email notification when your transcript is ready for pick-up. Please remember to bring a government issued photo ID with you. Transcripts will not be released without it.

**• Mail** – For transcripts to be sent out the same day the request must be received prior to 3pm. This mean the consent must be received by the Clearinghouse prior to that time. Once your transcript request has been received in our office, the transcript will be mailed within 5-7 business days. Please allow an additional 5-7 business days for delivery by the United States Postal Service. For an additional \$22 your transcript can be sent overnight via FedEx or Express Mail. NOTE: FedEx will not deliver to a PO BOX.

**Treehouse:** Students with an ACTIVE account and valid password may view their academic history and unofficial transcript or request a transcript by logging onto Treehouse.

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) >**

If you are experiencing difficulties, please reference the National Student Clearinghouse help pages:

- <https://studentclearinghouse.org/mystudentcenter/transcripts/>
- <https://studentclearinghouse.org/mystudentcenter/knowledge-base/returning-consent-form/>

#### 4. Enter your personal information including:

- a. Your name
- b. Date of birth
- c. Student ID or Social Security Number (SSN) and confirmation
  - i. The SSN can be entered with or without dashes
- d. Complete both “YES” or “NO” questions
- e. Click “Continue”
  - i. If the “Continue” button at the bottom does not light up green, make that you have entered all required information AND checked “Yes” or “No” for both questions.

The screenshot shows the 'Transcript Ordering Center' interface for Drew University. At the top, there is a navigation bar with the DREW logo, a 'Help' icon, and a shopping cart icon with a '0' count. Below the navigation bar is a progress indicator with three steps: 1. Enter Personal Information (active), 2. Select Transcript and Delivery Details, and 3. Confirm Order and Checkout.

The main section is titled 'Enter Personal Information' and contains a form with the following fields and options:

- Personal Information** (All fields required, unless otherwise indicated)
- First Name** (Required, red error text: 'First Name is required')
- Middle Name** (Optional, red error text: '(Optional)')
- Last Name** (Required, red error text: 'Last Name is required')
- Date of Birth** (Required, red error text: 'MMDDYYYY Date of Birth is required')
- Has your name changed since attending school?** (YES/NO buttons, with 'NO' highlighted in green)

The second section is titled 'Student Identification Information' (One of the following is required) and contains the following fields and options:

- Student ID** (Required, red error text: 'Dashes are not allowed')
- Confirm Student ID** (Required, red error text: 'Dashes are not allowed')
- Social Security Number** (Required, red error text: 'xxx-xx-xxxx')
- Confirm Social Security Number** (Required, red error text: 'xxx-xx-xxxx')
- Are you currently enrolled at Drew University?** (YES/NO buttons, with 'YES' highlighted in green)

At the bottom of the form, there are two buttons: 'CANCEL ORDER' and 'CONTINUE'.

If you are experiencing difficulties, please reference the National Student Clearinghouse help pages:

- <https://studentclearinghouse.org/mystudentcenter/transcripts/>
- <https://studentclearinghouse.org/mystudentcenter/knowledge-base/returning-consent-form/>

**5. Enter your contact information.** This is not the address the transcript will be sent. You will be asked to provide recipient information on the next page.

- a. All fields are required.
  - i. An accurate and up-to-date phone number is needed to receive status updates from the Drew University Registrar's Office and the National Student Clearinghouse.
- b. Click "Continue."
  - i. If the "Continue" button is greyed out, check to see if you chose "Yes" or "No" to opt in for text message updates.

The screenshot shows the 'Transcript Ordering Center' interface. At the top, there is a progress bar with three steps: 1. Enter Personal Information (active), 2. Select Transcript and Delivery Details, and 3. Confirm Order and Checkout. Below the progress bar is the 'Enter Personal Information' section. It contains a 'Contact Information' box with the following fields: 'Address 1' (Street number and name or PO Box Address 1 is required), 'Address 2' (Building, campus box, floor, apt, suite (Optional)), 'City' (City is required), 'State/Territory/APO' (State/Territory/APO is required), 'Zip/Postal Code' (Zip/Postal Code is required), and 'Country' (United States). Below these fields are 'Email' and 'Confirm Email' fields, both marked as required. A 'Phone Number' field is also present, marked as required with the format (XXX) XXX-XXXX. Below the phone number field is a text block explaining that to receive NSC Msg updates, the user must opt-in by selecting 'YES'. It also mentions that message and data rates may apply and provides a link to the Terms of Use and Privacy Policy. There are two buttons for 'YES' and 'NO'. The 'YES' button is highlighted in green. Below this is another question: 'Allow the school to use this information to update their records?' with 'YES' and 'NO' buttons. The 'YES' button is also highlighted in green. At the bottom of the form are two buttons: 'CANCEL ORDER' and 'CONTINUE'. The 'CONTINUE' button is greyed out.

If you are experiencing difficulties, please reference the National Student Clearinghouse help pages:

- <https://studentclearinghouse.org/mystudentcenter/transcripts/>
- <https://studentclearinghouse.org/mystudentcenter/knowledge-base/returning-consent-form/>

**6. Provide recipient information.** For well-known institutions or businesses in the NSC’s database, you may only be asked to provide an organization name.

- a. If you select “Myself,” the transcript will be sent to the address that you provided in step 5.

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

CANCEL ORDER CONTINUE

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.

Who are you sending your transcript to?

College or University

Country: United States State/Territory/APO: New Jersey

Enter the school you are sending your transcript to

Princeton University

Department Name (Optional)

CANCEL ORDER CONTINUE >

## 7. Select processing details.

### Select Transcript and Delivery Details

Recipient: STEVEN STRAFFORD

Processing Details All fields required, unless otherwise indicated

Which transcript do you want sent?

- Current transcript
- After Degree Is Awarded
- After Grades Are Posted

If you are experiencing difficulties, please reference the National Student Clearinghouse help pages:

- <https://studentclearinghouse.org/mystudentcenter/transcripts/>
- <https://studentclearinghouse.org/mystudentcenter/knowledge-base/returning-consent-form/>

## 8. Select why you are ordering a transcript.

Select Transcript and Delivery Details  
Recipient: STEVEN STRAFFORD

Processing Details All fields required, unless otherwise indicated

Which transcript do you want sent?  
Current transcript

**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.

What is the purpose of your transcript?

- Admission Service (LSAC, AMCAS, etc.)
- Applying for a Scholarship or Job
- Certification/Licensure
- Employment
- Graduate Admissions
- Law School Admissions

## 9. Select your delivery preference and number of copies.

- Selecting a delivery preference will display a brief description under the number of copies selection of how such orders are handled and any additional instructions associated with the option.
- Read and accept these terms.

Delivery Information

What is the purpose of your transcript order?

- Express/United States - \$15.00
- FedEx/International - \$25.00
- Hold for Pickup
- Mail/United States
- Overnight Mail - \$25.00

ADD FILE + ⓘ

< PREVIOUS CANCEL ORDER CONTINUE

Delivery Information

How do you want your transcript sent?  
Mail/United States

How many copies do you want?

- 1 copy
- 2 copies
- 3 copies
- 4 copies
- 5 copies

ular mail. Please allow up to 5-7 business days for processing in our office.

of Mail/United States? YES NO

I have read and accept my school's terms and conditions for the delivery method of FedEx/International? Acceptance to the Terms and Conditions is required. YES NO

If you are experiencing difficulties, please reference the National Student Clearinghouse help pages:

- <https://studentclearinghouse.org/mystudentcenter/transcripts/>
- <https://studentclearinghouse.org/mystudentcenter/knowledge-base/returning-consent-form/>

- c. Optional: Upload any supplemental documents that you need to include with the transcript by clicking “Add File.” (e.g. matching forms for medical or law school, transcript addendums, etc.)
  - i. Please do not upload your NSC consent form here.
  - ii. If you forgot to upload your attachment, or need to upload an additional attachment after your order is complete, please send the document to [transcripts@drew.edu](mailto:transcripts@drew.edu) along with your NSC order number.
- d. If you have selected a delivery method that incurs a fee, your fee summary will display.
- e. Click “CONTINUE.”

Upload Attachment (optional)

Do you want to send additional documents with your transcript?

?

---

Fee Summary

Delivery Fee	\$25.00
Online Processing Fee	\$2.25
Total Fee for this Recipient	\$27.25

## 10. Review/edit the delivery information and click “ADD TO CART.”

Provide Delivery Information

Recipient: DREW UNIVERSITY

Recipient Delivery Information All fields required, unless otherwise indicated

Name of Recipient  
DREW UNIVERSITY

Attention  
REGISTRAR

Recipient Country  
United States

Address 1  
36 Madison Ave

Street number and name or PO Box

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

City  
Madison

Zip/Postal Code  
07940

(Optional)  
Phone Number  
9734083025

Enter digits or dashes only (591-12345678)

If you are experiencing difficulties, please reference the National Student Clearinghouse help pages:

- <https://studentclearinghouse.org/mystudentcenter/transcripts/>
- <https://studentclearinghouse.org/mystudentcenter/knowledge-base/returning-consent-form/>

## 11. Review your order details and click “CHECKOUT.”

The screenshot shows a checkout page with a progress indicator at the top: 1 Enter Personal Information, 2 Select Transcript and Delivery Details, and 3 Confirm Order and Checkout. The main heading is 'Checkout' and the sub-heading is 'Pending Order Details'. There is an 'ADD RECIPIENT +' button. Below this, there are 'Edit' and 'Remove' options. The recipient information is: Recipient: DREW UNIVERSITY, Attention: REGISTRAR, Recipient Address: 36 MADISON AVE, MADISON, 07940, UNITED STATES. The processing options are: Processing Option: Current transcript, Delivery Method: FedEx/International, Quantity: 1 copy, Delivery Fee: \$25.00, and Online Processing Fee: \$2.25. The total fee for this recipient is \$27.25. A box at the bottom right shows 'Total Fee for Order: \$27.25'. At the bottom, there are 'CANCEL ORDER' and 'CHECKOUT >' buttons.

**12. E-Sign the Consent Form.** This form asks your consent to release your academic information to the recipient that you have provided, and for the NSC to charge your credit card for the services that you have selected. Your request cannot be processed until the consent form is received by NSC.

- You will need to sign this electronic consent form by drawing your signature in the field provided and clicking “ACCEPT SIGNATURE.”
- After signing the consent form, click “CONTINUE.”

The screenshot shows the 'Electronic Consent Form' page. It includes instructions: '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.' There is a 'Need Help Signing?' link. Below that is a 'Sign Here' label and a large box containing a handwritten signature. The signature date is 11/15/2019 12:02 PM. A disclaimer states: 'By submitting this signature, I 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.' At the bottom, there are 'CLEAR SIGNATURE' and 'ACCEPT SIGNATURE' buttons. At the very bottom, there are 'CANCEL ORDER' and 'CONTINUE >' buttons.

If you are experiencing difficulties, please reference the National Student Clearinghouse help pages:

- <https://studentclearinghouse.org/mystudentcenter/transcripts/>
- <https://studentclearinghouse.org/mystudentcenter/knowledge-base/returning-consent-form/>

### 13. Provide payment details.

- a. Click "SUBMIT ORDER" to submit your request.
  - i. If you click "CANCEL ORDER," leave this page without clicking "SUBMIT ORDER", or your order is not fulfilled for any reason, your credit card will not be charged.

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 PO Box \_\_\_\_\_

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

City \_\_\_\_\_ State/Territory/APO \_\_\_\_\_

Country \_\_\_\_\_  
United States

Zip/Postal Code \_\_\_\_\_

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: \$27.25

If you are experiencing difficulties, please reference the National Student Clearinghouse help pages:

- <https://studentclearinghouse.org/mystudentcenter/transcripts/>
- <https://studentclearinghouse.org/mystudentcenter/knowledge-base/returning-consent-form/>