How To Order a Transcript (Online)

Before requesting transcript(s) read the special message below:

<u>ATTENTION</u> current students - Please verify that grades have posted before ordering your official transcript.

<u>ATTENTION</u> graduating seniors - Ensure you have been notified that your degree has been awarded before requesting your transcript.

You will be charged a \$2.50 processing fee per transcript session and an additional \$1.00 fee if you choose to have your transcript sent electronically via secure email delivery. For best results in ordering your transcript, use Firefox or Microsoft Edge, as issues with Google Chrome have been reported. In the event there is a hold on your account, you have seven days from the time you place your order to resolve the hold ... otherwise, your order will be cancelled, and you will not be charged for the request.

Please sign-in your student self-service banner.

- ♣ Select the "student" tab
- ♣ Select the "student records" tab
- ♣ Select the "request printed transcript" tab

This will take you to the FSU eTranscript site AKA National Student ClearingHouse site*

(https://tsorder.studentclearinghouse.org/school/welcome)

Transcript Ordering Center



Help

Click the "Order Transcript(s)" tab

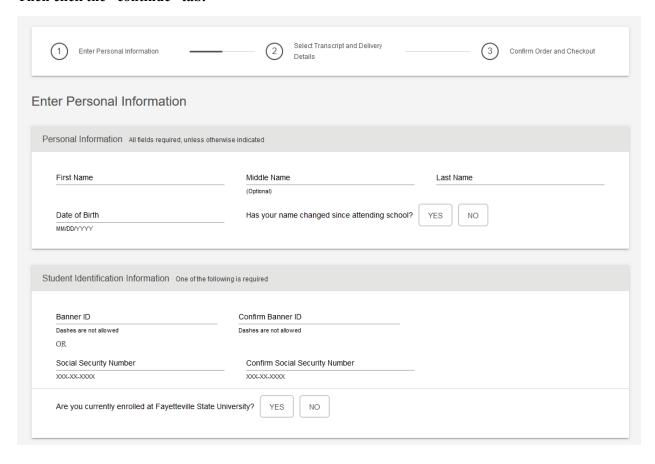
Clearinghouse Notifications

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.

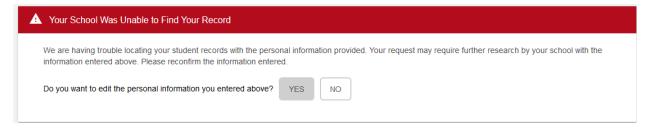
ORDER TRANSCRIPT(s) >

View Transcript Order Status

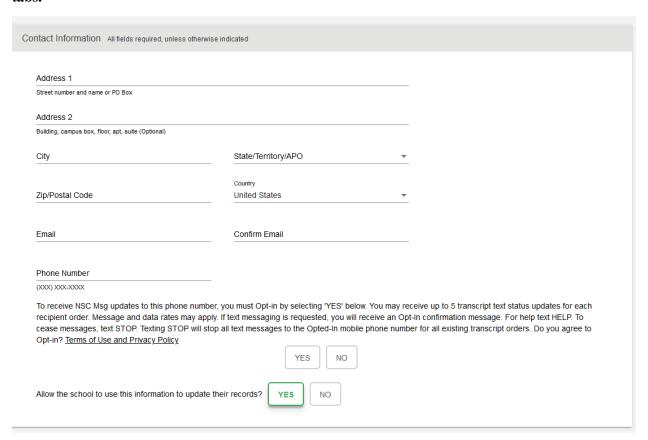
Enter your personal information (name, date of birth, banner ID and or social security number). Then click the "continue" tab.



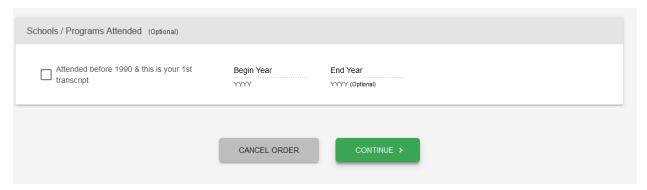
If you receive this message below, do not be alarmed. If you have never requested a transcript from the National Student ClearingHouse or have not done so in several months, this message will automatically generate. Click the "NO" tab, and then the "continue" tab.



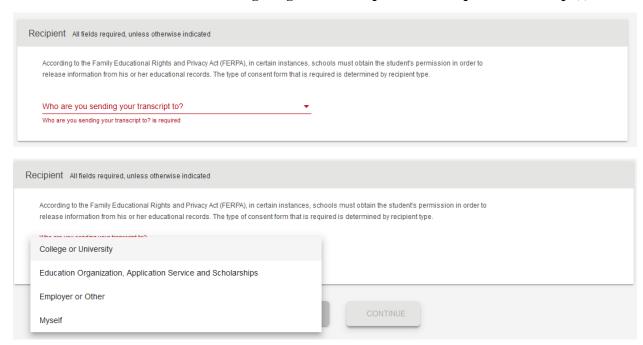
Continue completing your personal information (address, email address, and phone number). You can opt to receive NSC Msg updates and allow FSU to update your records by clicking the "yes" tabs.



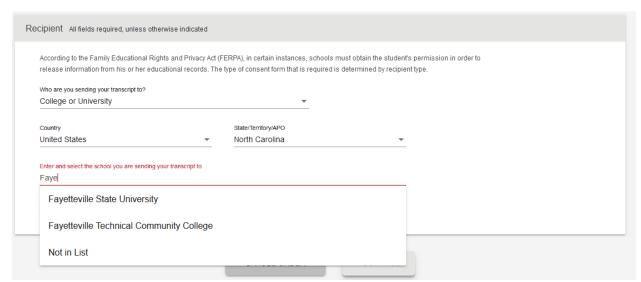
If the message below does not apply to you, click the "continue" tab.

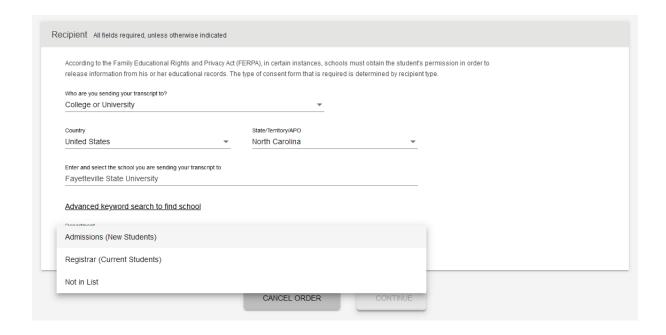


Click the down arrows on the following images to the recipient of the requested transcript(s).

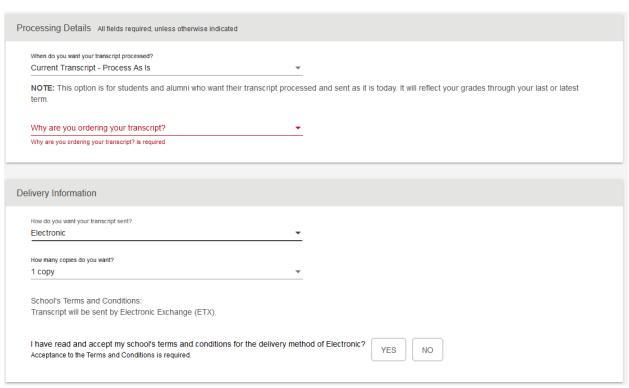


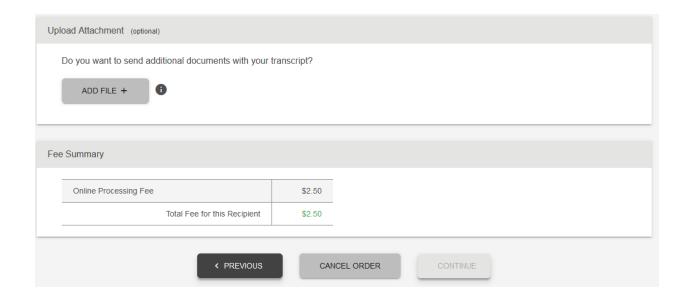
If the institution is not generated automatically, please click the "not in list" tab. Then, type in the institution's name.



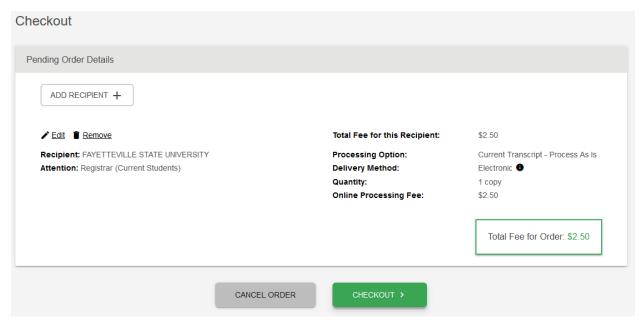


A student has the option to send the transcipt electronically or through the mail. This does not apply if the student chooses the "college or university" tab (electronically only).

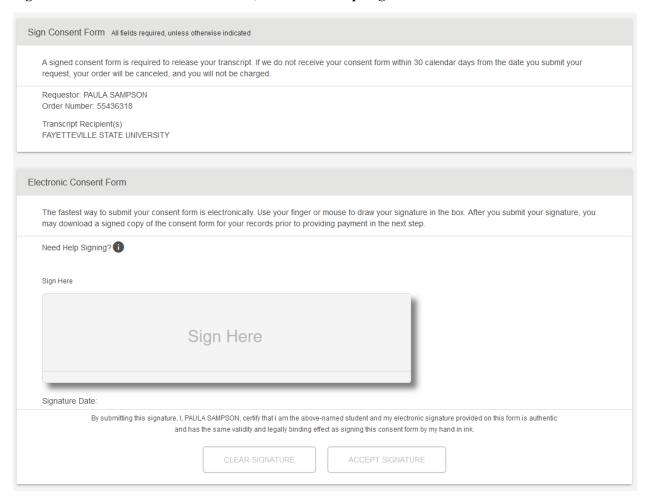




After reviewing your order details, click the "checkout" tab.



Sign the electronic consent form. Then, click the "accept signature" tab.



Enter your payment details, and click the "submit order" tab.

