

How To Order a Transcript (Online)




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

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

ATTENTION 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

 National Student
Clearinghouse
Fayetteville State University  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.

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

Student Identification Information One of the following is required

Banner ID _____ <small>Dashes are not allowed</small>	Confirm Banner 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 Fayetteville State University?	<input type="button" value="YES"/> <input type="button" value="NO"/>

*****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***.**

⚠ Your School Was Unable to Find Your Record

We are having trouble locating your student records with the personal information provided. Your request may require further research by your school with the information entered above. Please reconfirm the information entered.

Do you want to edit the personal information you entered above?

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.

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
(000) 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

Allow the school to use this information to update their records? YES NO

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

Schools / Programs Attended (Optional)

Attended before 1990 & this is your 1st transcript

Begin Year
YYYY

End Year
YYYY (Optional)

CANCEL ORDER CONTINUE >

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

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

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

If the institution is not generated automatically, please click the “not in list” tab. Then, type in the institution’s name.

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 State/Territory/APO

Enter and select the school you are sending your transcript to

Faye|

- Fayetteville State University
- Fayetteville Technical Community College
- Not in List

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
North Carolina

Enter and select the school you are sending your transcript to

Fayetteville State University

[Advanced keyword search to find school](#)

Admissions (New Students)

Registrar (Current Students)

Not in List

CANCEL ORDER

CONTINUE

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

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.

Why are you ordering your transcript?

Why are you ordering your transcript? is required

Delivery Information

How do you want your transcript sent?

Electronic

How many copies do you want?

1 copy

School's Terms and Conditions:

Transcript will be sent by Electronic Exchange (ETX).

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.

YES

NO

Upload Attachment (optional)

Do you want to send additional documents with your transcript?

ADD FILE +



Fee Summary

Online Processing Fee	\$2.50
Total Fee for this Recipient	\$2.50

< PREVIOUS

CANCEL ORDER

CONTINUE

After reviewing your order details, click the “checkout” tab.

Checkout

Pending Order Details

ADD RECIPIENT +

Edit Remove

Recipient: FAYETTEVILLE STATE UNIVERSITY

Attention: Registrar (Current Students)

Total Fee for this Recipient: \$2.50

Processing Option: Current Transcript - Process As Is

Delivery Method: Electronic

Quantity: 1 copy

Online Processing Fee: \$2.50

Total Fee for Order: \$2.50

CANCEL ORDER

CHECKOUT >

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

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: PAULA SAMPSON
Order Number: 55436318

Transcript Recipient(s)
FAYETTEVILLE STATE 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, PAULA SAMPSON, 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

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

Payment Details All fields required, unless otherwise indicated

Accepted Credit Cards:

Card Holder Name	Card Number
Full Name	**** * * * * *
Exp Date	CVV
MM / YY	***

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
	United States

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: \$2.50