

How to Order a Transcript

- 1) Go to National Student Clearinghouse at <https://tsorder.studentclearinghouse.org/school/select>
- 2) Enter the school you are ordering *from*. In this case it will be Concordia University—Chicago, click the green “continue” button at the bottom of the page.

Order a Transcript

Enter the school you want to request your transcript from

Concordia University - Chicago

- 3) Read through the notifications on the Concordia University Chicago page, then continue to order your transcripts by clicking on the green “Order Transcript(s)” button at the bottom of the page.
- 4) Enter your personal information as requested. If you do not know your Student ID please enter your Social Security number. If you do not have an SSN then call the Registrar’s Office at 708-209-4078 and they can give you your Student ID number. After this information is entered, click the green “continue” button at the bottom of the page.

Enter Personal Information

Personal Information All fields required, unless otherwise indicated

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

Student Identification Information One of the following is required

Student ID Dashes are not allowed	Confirm Student ID Dashes are not allowed
<input type="text"/>	<input type="text"/>
OR	
Social Security Number XXX-XX-XXXX	Confirm Social Security Number XXX-XX-XXXX
<input type="text"/>	<input type="text"/>
Are you currently enrolled at Concordia University - Chicago?	<input type="button" value="YES"/> <input type="button" value="NO"/>
<input type="text"/>	<input type="text"/>

CANCEL ORDER

CONTINUE

5) Next you will need to enter your current address, email, and phone number.

6) Indicate “yes” or “no” if you would like receive text message updates on your request

7) Indicate “yes” or “no” if you would like CUC to update your record with this information. Once these questions have been answered click the green “continue” button at the bottom of the page.

Enter Personal Information

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

(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](#)

YES

NO

Allow the school to use this information to update their records?

YES

NO

8) Next, you will be asked who the recipient of the transcripts are. Choose one of the four options then click the green “continue” button at the bottom of the page

Select Transcript and Delivery Details

Recipient

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

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.

Once you choose your recipient type, if your recipient is not in the predetermined list scroll to the bottom of the page and choose “Not in List”. This will allow you to manually enter your recipient’s information

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?

Education Organization, Application Service and Scholarshi... ▼

Select Organization

- USAGA CAS - University of South Alabama Graduate Admissions
- UTHSC CAS - University of Tennessee Health Science Center
- VMCAS - Association of American Veterinary Medical Colleges
- Vermont Agency of Education
- William S. Middleton Memorial Veterans Hospital
- Not in List**

Next, you will be asked to choose the Transcript Processing and Delivery details.

9) Choose when you want your transcripts processed (Current-As is = will be processed now)

10) Choose why you are ordering your transcripts (this does not impact your order, it is for our own records)

Select Transcript and Delivery Details

Recipient: ALYSSA BANAS

Processing Details All fields required, unless otherwise indicated

When do you want your transcript processed?

Why are you ordering your transcript?

Steps 9 and 10

Delivery Information

11) Choose your delivery type.

** Electronic will be sent as a PDF to the recipient's email, if you are the recipient it will be sent to your email

** Mail: a physical copy of the transcript will be sent through the mail to the address provided

Delivery Information

How do you want your transcript sent?

Electronic

Mail

12) Once you've chosen your delivery type, you will be asked how many copies you want to order. After you chosen your quantity, click the green "continue" button at the bottom of the page.

Delivery Information

How do you want your transcript sent?

Mail

How many copies do you want?

1 copy = \$7.50

2 copies = \$14.50

3 copies = \$22.00

4 copies = \$29.50

5 copies = \$37.00

6 copies = \$44.50

within two business days. Please allow an additional 5-7 business days for

of Mail?

YES

NO

Fee Summary

Transcript Quantity Fee

\$7.50

Total Fee for this Recipient

\$7.50

< PREVIOUS

CANCEL ORDER

CONTINUE >

13) Next, you will provide the delivery information based on the delivery type you chose, then click “Continue”.

****If Electronic you will provide the email address you would like your transcripts to be sent to.**

Recipient Delivery Information All fields required, unless otherwise indicated

Recipient

Recipient Email Address

Confirm Recipient Email Address

< PREVIOUS CANCEL ADD TO CART >

****If Mail, you will provide the address you want your transcripts to be sent**

Recipient Delivery Information All fields required, unless otherwise indicated

Name of Recipient

Attention

(Optional)

Recipient Country
United States

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

Phone Number
(XXX) XXX-XXXX (Optional)

< PREVIOUS CANCEL ADD TO CART >

14) Next, you will be asked to verify the delivery information.

15) Finally, you will submit your payment information and then submit your request.