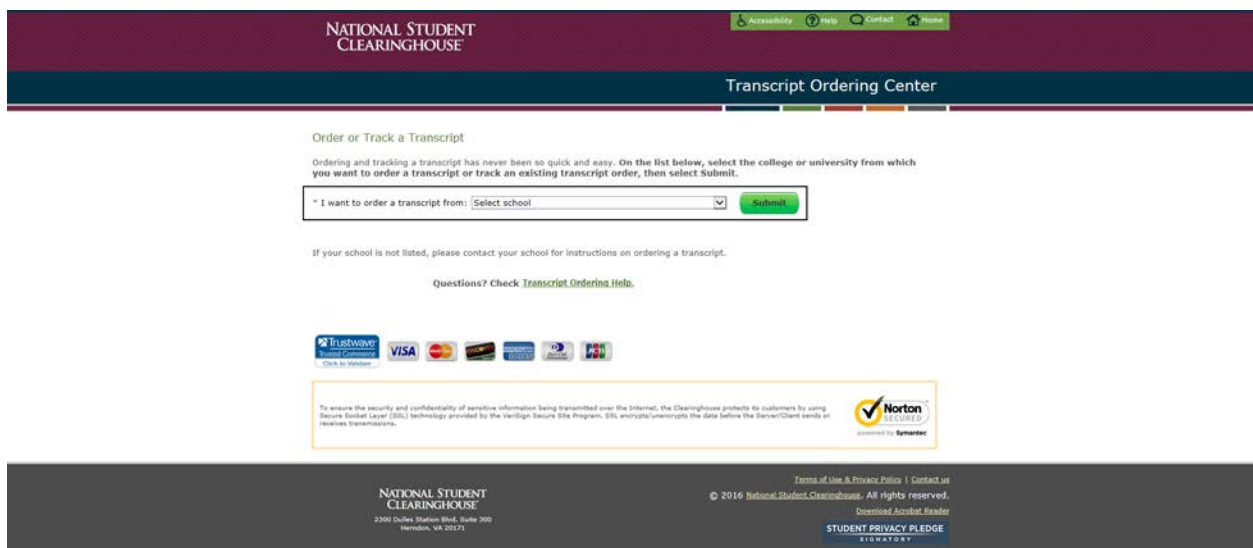


Official Transcript Ordering User Guide

1. To request an official Drexel University Transcript you will need to access the National Student Clearinghouse website at www.getmytranscript.com
2. The website will open to the transcript ordering homepage. You will need to use the drop down school selection menu to select Drexel University as your school designation and then press the submit button to begin the ordering process.



NATIONAL STUDENT CLEARINGHOUSE

Transcript Ordering Center

Order or Track a Transcript

Ordering and tracking a transcript has never been so quick and easy. On the list below, select the college or university from which you want to order a transcript or track an existing transcript order, then select Submit.

* I want to order a transcript from:

If your school is not listed, please contact your school for instructions on ordering a transcript.

Questions? Check [Transcript Ordering Help](#).

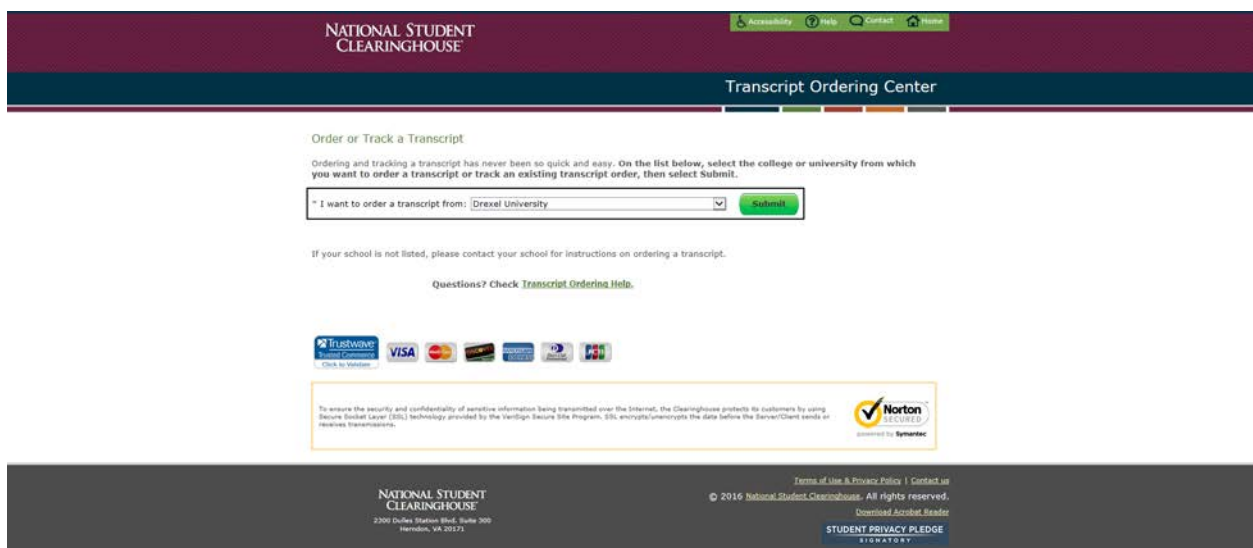
Trustwave | VISA | Mastercard | American Express | Discover | PayPal

To ensure the security and confidentiality of sensitive information being transmitted over the Internet, the Clearinghouse protects its customers by using Secure Socket Layer (SSL) technology provided by the VeriSign Secure Site Program. SSL encrypts/decrypts the data before the Server/Client sends or receives transmissions.

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Transcript Ordering Center

Order or Track a Transcript

Ordering and tracking a transcript has never been so quick and easy. On the list below, select the college or university from which you want to order a transcript or track an existing transcript order, then select Submit.

* I want to order a transcript from:

If your school is not listed, please contact your school for instructions on ordering a transcript.

Questions? Check [Transcript Ordering Help](#).

Trustwave | VISA | Mastercard | American Express | Discover | PayPal

To ensure the security and confidentiality of sensitive information being transmitted over the Internet, the Clearinghouse protects its customers by using Secure Socket Layer (SSL) technology provided by the VeriSign Secure Site Program. SSL encrypts/decrypts the data before the Server/Client sends or receives transmissions.

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- Please carefully read the transcript ordering instructions on the next webpage. If you have any questions before beginning your transcript please contact the Office of the University Registration through the e-mails listed on the webpage.

Click on the **Start** button on the bottom of the webpage when you are ready to begin your transcript order.

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[Log Out](#)

Transcript Ordering Center
DREXEL UNIVERSITY

System Messages

Alert : The site you have accessed is for testing purposes only. Any transcript requests made through this site are for TESTING purposes only.

Welcome to Transcript Ordering

READ THESE IMPORTANT ITEMS BEFORE ORDERING:

*** In addition to paper transcripts, PDF transcript orders are now available. ***

Transcripts are not issues if you have a hold; you will be notified of the hold during the ordering process and cannot order a transcript until the hold has been resolved.

- Transcript Types**
 - Med MD Only** - College of Medicine students who received or are receiving an MD Degree
 - Med Grad Schl** - College of Medicine Graduate School which includes: non-MD degree certificate, master's and PhD students
 - Law** - students who attend/attended the Law School
 - Complete** - all other students

**LSAC and AMCAS forms are no longer required; please make sure you have your LSAC or AMCAS ID number before ordering

For questions regarding your transcript request, please contact representatives according to your campus of study:

- Center City Campus Requests: CC-Transcripts@drexel.edu
- Main Campus Requests: MC-Transcripts@drexel.edu
- Queen Lane Campus Requests: QL-Transcripts@drexel.edu

All Transcripts have a base fee of \$10.00 per copy.

Transcript Delivery Options

- PDF transcript orders**- have an additional fee of \$1.00 per copy. There are no expedited mail options for this delivery service.
- Rush Delivery transcripts (paper only)** - have an additional fee of \$10.00 added to the base fee of \$10.00 per copy.
- Rush Express (paper only)** - have an additional fee of \$15 added to the base fee of \$10.00 per copy.
- Rush Express International (paper only)** - have an additional fee of \$60.00 added to the base fee of \$10.00 per copy.

You can pay for your transcript order, 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 updates will be sent to you via email and, if you choose, text messages. You can also track your transcript order online.

The following may be required to order a transcript online:

- ✓ A major credit or debit card
- ✓ An email account
- ✓ Your signed consent

[Start](#)

Questions? Check [Transcript Ordering Help](#).

Track Your Order

Your Transcript Order #: [Help](#)

Your Email Address: [Help](#)

Enter the transcript order number sent to you in your order confirmation email and the email address you used to place the order.

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- The next webpage is where you will enter your personal information for the transcript. Please carefully read the instructions for each section when entering in your information on this webpage.

The information that you input into the Personal Information page will be used to automatically identify your student record at Drexel University. Please be sure to check the information you provided on this webpage before clicking on the **Next** button to move to the next step in the ordering process. The e-mail you provide will be used to notify you of the progress and completion of your transcript order.

Students or alumni that attend or attended the Semester Graduate Medical School programs (non-MD programs) will click **Yes** to question below the e-mail data entry box. All other students will click **No** to the question.

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Transcript Ordering Center
DREXEL UNIVERSITY

System Messages

⚠ **Alert** : The site you have accessed is for testing purposes only. Any transcript requests made through this site are for TESTING purposes only.

● Enter Personal Info
 ● Select Recipient
 ● Enter Recipient Details
 ● Review Order
 ● Enter Payment Info
 ● Sign Consent

Enter Your Personal Information

Items marked with * are required.

Enter Your Information

<p>Current Name:</p> <p>* First Name: <input type="text"/></p> <p>Middle Name: <input type="text"/></p> <p>* Last Name: <input type="text"/></p> <p>* Date of Birth: <input type="text"/></p> <p style="font-size: small;">mm/dd/yyyy (with or without slashes)</p>	<p>Name While Attending School: <small>(if different from current name)</small></p> <p>First Name: <input type="text"/></p> <p>Middle Name: <input type="text"/></p> <p>Last Name: <input type="text"/></p>
--	--

Your school requires one or the other of the following personal identifiers.

Student Id or User Id: <input type="text"/>	Confirm Student Id or User Id: <input type="text"/>
Social Security Number: <input type="text"/>	Confirm Social Security Number: <input type="text"/>

You can enter the SSN either with or without dashes.
Example: 123-45-6789 or 123456789

Contact Information

Please enter a phone number where we can reach you if there are questions about your transcript order. Your email address will be used to send you your order confirmation and order status alerts. The National Student Clearinghouse will not use your contact information for solicitations.

* Phone Number:

For international phone numbers, include the country and area/city codes (e.g., 44-202-12345678)

* Email:

* Confirm Email:

* Are you ordering a Med Grad School transcript?: Yes No

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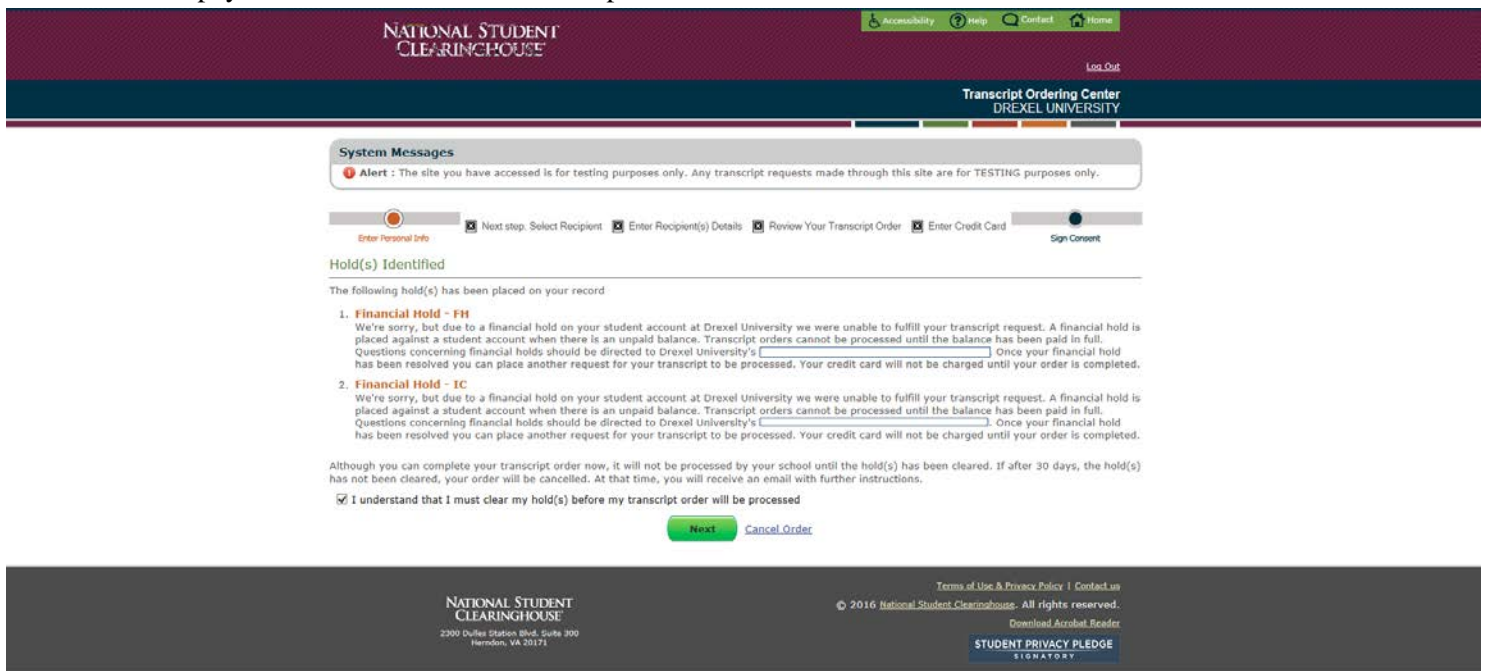
STUDENT PRIVACY PLEDGE

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5. If your student record is not found, the next webpage will show **Try Again** and **Next** buttons. If you click **Try Again** you will be redirected to the student information webpage to verify you entered all information correctly in the information boxes. If you there are no errors in the information you inputted click the **Next** button. Clicking the **Next** will continue your order submission, but your request will require research by the University to identify your record. You may be contacted by a staff member of the Office of the University Registrar to verify your record details in order to complete the transcript order.

6. If your record is found, the system will check if you have an active hold(s) on your record that will prevent the release of your transcript. You will be shown any active holds on your account and contact information for the department/office you may need to contact to release the hold on your student account. The following is an example of what may appear if you have an active hold(s) on your account. Please contact the Drexel Central Office at 215-895-1600 if a financial hold exists on your student record.

Important: An order will still be able to be submitted through the website if a hold(s) exists on your student. You will have 30 days to resolve the hold(s) before the transcript order is cancelled. If your hold(s) is resolved within 30 days your transcript will be processed according to the order type and delivery time frame you select. The fee for your transcript order will be charged to your payment account once the order is processed.



The screenshot shows the National Student Clearinghouse Transcript Ordering Center interface. At the top, there are navigation links for Accessibility, Help, Contact, and Home, along with a Log Out button. The main header identifies the Transcript Ordering Center at Drexel University. A System Messages section displays an alert: "Alert : The site you have accessed is for testing purposes only. Any transcript requests made through this site are for TESTING purposes only." Below this, a progress bar indicates the current step: "Next step: Select Recipient", with other steps like "Enter Personal Info", "Enter Recipient(s) Details", "Review Your Transcript Order", "Enter Credit Card", and "Sign Consent" shown as completed. The main content area is titled "Hold(s) Identified" and states: "The following hold(s) has been placed on your record". It lists two holds:

1. **Financial Hold - FH**
We're sorry, but due to a financial hold on your student account at Drexel University we were unable to fulfill your transcript request. A financial hold is placed against a student account when there is an unpaid balance. Transcript orders cannot be processed until the balance has been paid in full. Questions concerning financial holds should be directed to Drexel University's [redacted]. Once your financial hold has been resolved you can place another request for your transcript to be processed. Your credit card will not be charged until your order is completed.
2. **Financial Hold - IC**
We're sorry, but due to a financial hold on your student account at Drexel University we were unable to fulfill your transcript request. A financial hold is placed against a student account when there is an unpaid balance. Transcript orders cannot be processed until the balance has been paid in full. Questions concerning financial holds should be directed to Drexel University's [redacted]. Once your financial hold has been resolved you can place another request for your transcript to be processed. Your credit card will not be charged until your order is completed.

 A note below the holds states: "Although you can complete your transcript order now, it will not be processed by your school until the hold(s) has been cleared. If after 30 days, the hold(s) has not been cleared, your order will be cancelled. At that time, you will receive an email with further instructions." At the bottom of the message area, there is a checked checkbox: "I understand that I must clear my hold(s) before my transcript order will be processed". Navigation buttons for "Next" and "Cancel Order" are visible at the bottom of the message area. The footer contains the National Student Clearinghouse logo and address (2300 Dulles Station Blvd., Suite 300, Herndon, VA 20171), copyright information (© 2016 National Student Clearinghouse. All rights reserved.), and a link to the Student Privacy Pledge.

7. You will be taken to the **Additional Information** page after clicking next on **Personal Information** page the on the **Hold(s) Identified** page (if you have active holds on your student account).

Please fill in the required data fields. If your record was not automatically identified please fill in as much information as possible in the **Enrollment/Degree Information** section of the page to assist the Registrar's Office with identifying your student record. Please select the name of the Institution you attend or attended during your time of enrollment.

Once you complete filling in the information on the page click on the **Next** button.

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Transcript Ordering Center
 DREXEL UNIVERSITY

System Messages

Alert : The site you have accessed is for testing purposes only. Any transcript requests made through this site are for TESTING purposes only.

● Enter Personal Info
 ● Select Recipient
 ● Enter Recipient Details
 ● Review Order
 ● Enter Payment Info
 ● Sign Consent

Additional Information

Items marked with * are required.

Contact Information

Your school would like you to provide the following additional contact information to assist them in fulfilling your request.

* Address 1:

Address 2:

* City:

* State/Province/Region:

* ZIP/Postal Code:

Country:

I authorize my school to update its records using the address and contact information above, but acknowledge that this authorization does not serve as official notification of changes to this information to my school.

Enrollment/Degree Information

*Are you currently enrolled at Drexel University? Yes No

Approximate Years of Attendance at Drexel University: Begin Year End Year

Please indicate additional attendance information.

Institution	* Begin Year (yyyy)	End Year (yyyy)
<input checked="" type="checkbox"/> Drexel University, University City Campus	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Drexel University, Center City Campus	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Drexel University, Queen Lane Campus	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Allegheny University	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Drexel University College of Medicine	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Hahnemann University	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> MCP Hahnemann University	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Medical College of Pennsylvania	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Drexel Institute of Technology	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Women's Medical College	<input type="text"/>	<input type="text"/>

Please list any degrees and/or certificates you received and the year each was awarded.

Degree/Certificate Title	Year(yyyy)
1. <input type="text"/>	<input type="text"/>
2. <input type="text"/>	<input type="text"/>
3. <input type="text"/>	<input type="text"/>
4. <input type="text"/>	<input type="text"/>

Next [Cancel Order](#)

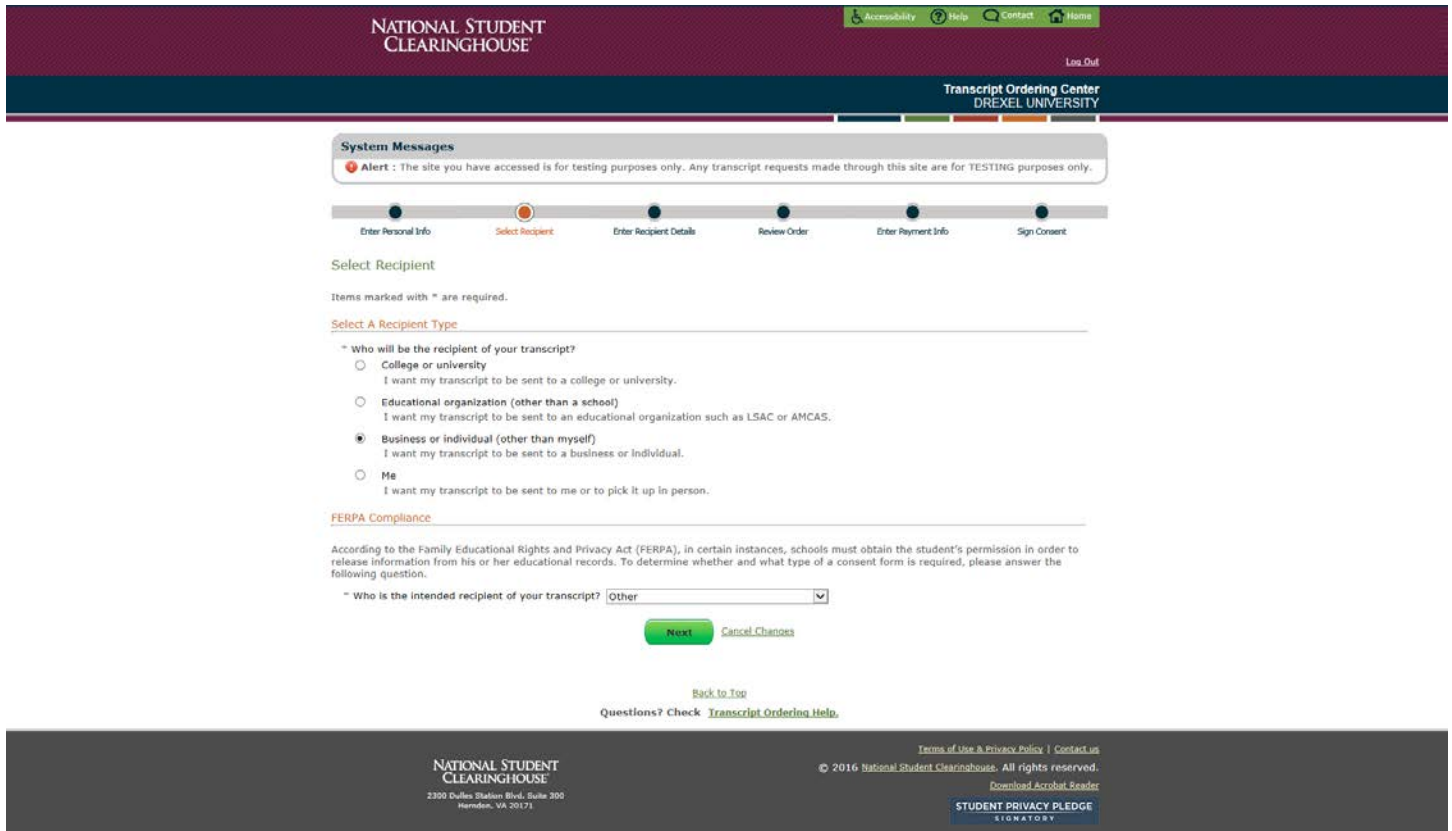
[Back to Top](#)

Questions? Check [Transcript Ordering Help](#).

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8. The next **Select Recipient webpage** will give you four options to select as to who will receive your transcript once it is released from Drexel University. Select the button for the appropriate recipient type and, under FERPA Compliance, select the recipient option that best reflects to whom you are sending your transcript: "Me," "School where I intend to apply or enroll," or "Other". Select "Next" to go to the Enter Recipient Details page. For information regarding FERPA please visit the Registrar's Office FERPA webpage (<http://www.drexel.edu/registrar/records-calendars/ferpa/>).



The screenshot shows the National Student Clearinghouse Transcript Ordering Center interface. At the top, there is a navigation bar with links for Accessibility, Help, Contact, and Home. Below this is a header for the Transcript Ordering Center. A system message alert states: "Alert: The site you have accessed is for testing purposes only. Any transcript requests made through this site are for TESTING purposes only." A progress bar indicates the current step is "Select Recipient".

Select Recipient

Items marked with * are required.

Select A Recipient Type

- * Who will be the recipient of your transcript?
 - College or university
I want my transcript to be sent to a college or university.
 - Educational organization (other than a school)
I want my transcript to be sent to an educational organization such as LSAC or AMCAS.
 - Business or individual (other than myself)
I want my transcript to be sent to a business or individual.
 - Me
I want my transcript to be sent to me or to pick it up in person.

FERPA Compliance

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. To determine whether and what type of a consent form is required, please answer the following question.

* Who is the intended recipient of your transcript?

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Questions? Check [Transcript Ordering Help](#).

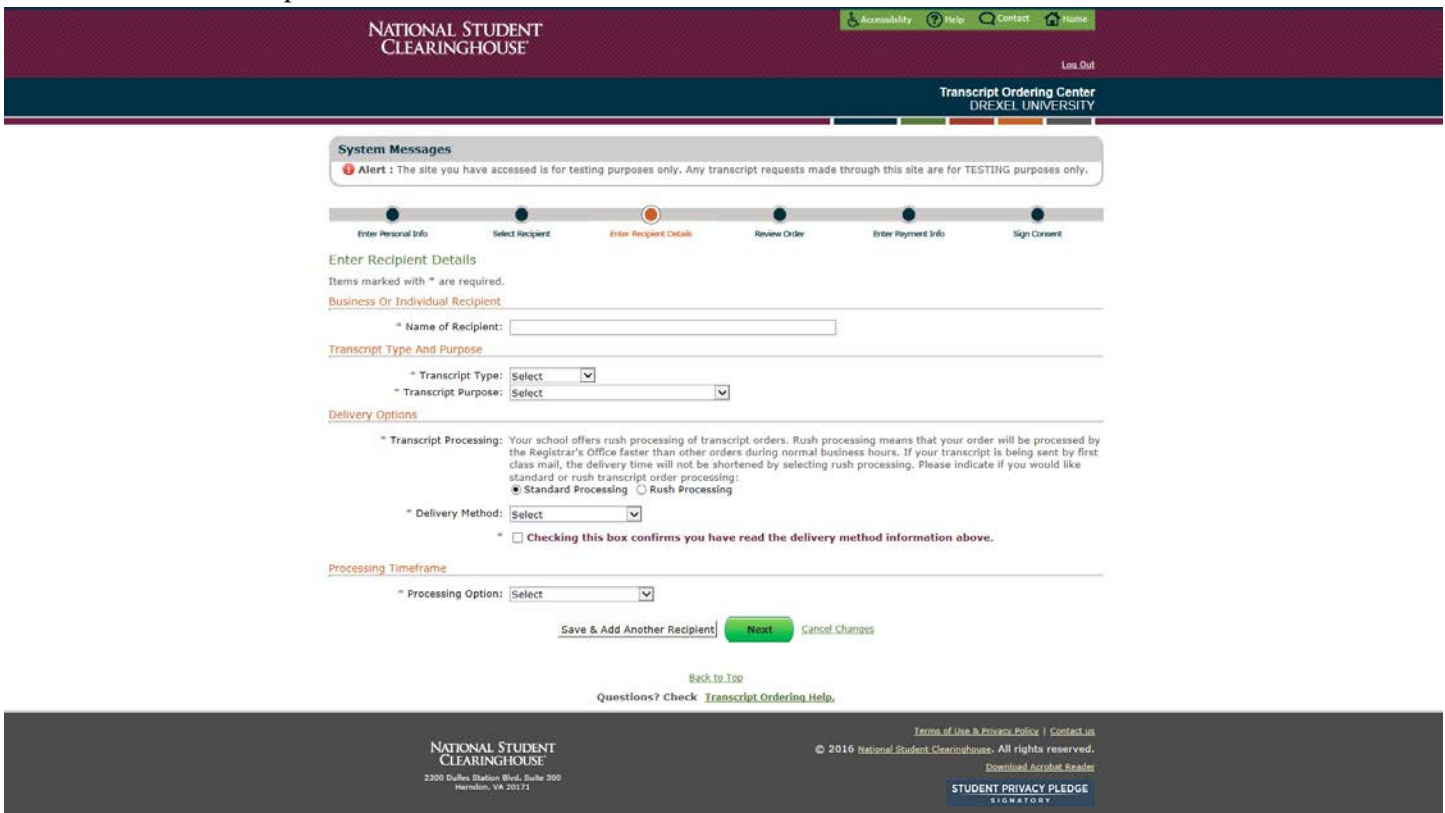
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STUDENT PRIVACY PLEDGE
SIGNATORY

9. After clicking **Next** you will be directed to the **Enter Recipient Details** page. You will need to add the name of the recipient, select the transcript type and delivery method for your transcript order(s). You can order your transcript to be released either through the mail or held for personal pick up for a printed transcript or via an e-mailed electronic copy of your transcript. You may also select whether you want to release your transcripts now, held until your degree has been awarded, or held until grades have been posted for a current term of course enrollment. Transcripts ordered with a hold option will be processed according to the degree completion and grading deadlines of Drexel’s Academic Calendar. You will receive an e-mail

Important: If you are releasing your transcript to more than one recipient you can add multiple recipients in one transcript order. Click on **Save & Add Another Recipient** in order to add multiple recipients. You can also select multiple delivery methods in one order through the addition of recipients option. Please note that Drexel University does not release official transcripts via fax.



NATIONAL STUDENT CLEARINGHOUSE

Accessibility Help Contact Home

Log Out

Transcript Ordering Center
DREXEL UNIVERSITY

System Messages

Alert: The site you have accessed is for testing purposes only. Any transcript requests made through this site are for TESTING purposes only.

Enter Personal Info Select Recipient **Enter Recipient Details** Review Order Enter Payment Info Sign Consent

Enter Recipient Details

Items marked with * are required.

Business Or Individual Recipient

* Name of Recipient:

Transcript Type And Purpose

* Transcript Type:

* Transcript Purpose:

Delivery Options

* Transcript Processing: Your school offers rush processing of transcript orders. Rush processing means that your order will be processed by the Registrar's Office faster than other orders during normal business hours. If your transcript is being sent by first class mail, the delivery time will not be shortened by selecting rush processing. Please indicate if you would like standard or rush transcript order processing:
 Standard Processing Rush Processing

* Delivery Method:

Checking this box confirms you have read the delivery method information above.

Processing Timeframe

* Processing Option:

[Save & Add Another Recipient](#) [Next](#) [Cancel Changes](#)

[Back to Top](#)

Questions? Check [Transcript Ordering Help](#).

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- a. You may select Standard Processing or Rush Processing for your transcript order.

Delivery Options

- * Transcript Processing: Your school offers rush processing of transcript orders. Rush processing means that your order will be processed by the Registrar's Office faster than other orders during normal business hours. If your transcript is being sent by first class mail, the delivery time will not be shortened by selecting rush processing. Please indicate if you would like standard or rush transcript order processing:
- Standard Processing Rush Processing
- * Delivery Method:
- * Checking this box confirms you have read the delivery method information above.

- b. If you select **Standard Processing** with a **Delivery Method** of either **Hold for Pickup** or **Mail** your transcript order will be processed within 3 to 5 business days. **Hold for Pickup** transcript(s) will be available at the Drexel Central office located in Main Hall on Drexel University's Main Campus at 3141 Chestnut Street, Room 106. You will receive an e-mail once your transcript(s) are ready for pickup.

Delivery Options

- * Transcript Processing: Your school offers rush processing of transcript orders. Rush processing means that your order will be processed by the Registrar's Office faster than other orders during normal business hours. If your transcript is being sent by first class mail, the delivery time will not be shortened by selecting rush processing. Please indicate if you would like standard or rush transcript order processing:
- Standard Processing Rush Processing
- * Delivery Method:
- Please confirm, the delivery option you selected means:
- All transcripts have a base fee of \$10.00 per copy. There is no additional charge for regular mailing of paper transcript delivery. The processing time for paper transcripts is 5 days. Paper transcripts will be mailed 5 days after receipt of the web transcript request is sent to the recipient specified.
- * Checking this box confirms you have read the delivery method information above.

Delivery Options

- * Transcript Processing: Your school offers rush processing of transcript orders. Rush processing means that your order will be processed by the Registrar's Office faster than other orders during normal business hours. If your transcript is being sent by first class mail, the delivery time will not be shortened by selecting rush processing. Please indicate if you would like standard or rush transcript order processing:
- Standard Processing Rush Processing
- * Delivery Method:
- Please confirm, the delivery option you selected means:
- All transcripts have a base fee of \$10.00 per copy. There is no additional charge for hold for pick-up of paper transcript(s). The processing time for paper transcript(s) is 5 days. Paper transcripts will be ready for pick up in Drexel Central 5 days after receipt of the NSC transcript request.
- * Checking this box confirms you have read the delivery method information above.

- c. If you select **Rush Processing** with a **Delivery Method** of **Hold for Pickup** your transcript will be available at the Drexel Central office located in Main Hall on Drexel University's Main Campus at 3141 Chestnut Street, Room 106 within 24 hours of your request.

Delivery Options

- * Transcript Processing: Your school offers rush processing of transcript orders. Rush processing means that your order will be processed by the Registrar's Office faster than other orders during normal business hours. If your transcript is being sent by first class mail, the delivery time will not be shortened by selecting rush processing. Please indicate if you would like standard or rush transcript [order processing](#):

Standard Processing Rush Processing

* Delivery Method:

Please confirm, the delivery option you selected means:

All transcripts have a base fee of \$10.00 per copy. Rush Delivery transcripts have an additional fee added to the base fee of \$10.00 per copy. Processed within 24-hrs from receipt of NSLC transcript request. Transcript(s) will be ready for pick up in the Office of the University Registrar 24 hours after receipt of the NSLC transcript request.

- * Checking this box confirms you have read the delivery method information above.

- d. If you select **Rush Processing** with a **Delivery Method** of **Express Mail** or **Express/International** your transcript will be sent to the recipient via UPS. You will receive a tracking number via e-mail for the UPS delivery. Any UPS orders received after 12:00 PM be mailed out the next business day. Please fill out all mailing information in the delivery address boxes that will appear when you select this option.

Important: UPS cannot deliver to P.O. Boxes.

Delivery Options

- * Transcript Processing: Your school offers rush processing of transcript orders. Rush processing means that your order will be processed by the Registrar's Office faster than other orders during normal business hours. If your transcript is being sent by first class mail, the delivery time will not be shortened by selecting rush processing. Please indicate if you would like standard or rush transcript [order processing](#):

Standard Processing Rush Processing

* Delivery Method:

Please confirm, the delivery option you selected means:

All transcripts have a base fee of \$10.00 per copy. Rush Delivery transcripts have an additional fee added to the base fee of \$10.00 per copy. If you prefer to have a tracking number and expedited mailing, there is an associated fee (per mailing location) of \$45.00 (Continental US). Expedited mailing is guaranteed overnight delivery.

- * Checking this box confirms you have read the delivery method information above.

- e. If you select **Rush Processing** with a **Delivery Method** of **Mail** your transcript will delivered via the United States Postal Service. Any **Rush Processing - Mail** orders received after 12:00 PM be mailed out the next business day. Please fill out all mailing information in the delivery address boxes that will appear when you select this option.

Important: The United States Postal Service does not provide tracking numbers for standard mailed letters. Drexel University cannot track the transcripts to the delivery addressee.

Delivery Options

- * Transcript Processing: Your school offers rush processing of transcript orders. Rush processing means that your order will be processed by the Registrar's Office faster than other orders during normal business hours. If your transcript is being sent by first class mail, the delivery time will not be shortened by selecting rush processing. Please indicate if you would like standard or rush transcript order processing:
 Standard Processing Rush Processing

* Delivery Method:

Please confirm, the delivery option you selected means:

All transcripts have a base fee of \$10.00 per copy. Rush Delivery transcripts have an additional fee added to the base fee of \$10.00 per copy. Processed within 24-hrs from receipt of the NSLC transcript request. Transcript(s) will be mailed within 24-hrs after receipt of the NSLC transcript request to the recipient specified.

- * Checking this box confirms you have read the delivery method information above.

- f. Selecting the **Electronic PDF** option will populate a new set of information boxes to appear on the order page. You will need to add an e-mail address of the recipient to complete the delivery instructions of your order. You will only be able to order 1 transcript for each recipient of the electronic transcript. If you have the transcript e-mailed to yourself you will be able to distribute your transcripts to multiple 3rd party recipients as your electronic PDF transcript will include an electronic certificate of authenticity. The certificate of authenticity will be available for 60 days after the transcript has been e-mailed. Please note that that there is no Rush order option for electronic transcript orders as they are delivered directly from the Drexel's student record system to the recipient.

- * Transcript Processing: Your school offers rush processing of transcript orders. Rush processing means that your order will be processed by the Registrar's Office faster than other orders during normal business hours. If your transcript is being sent by first class mail, the delivery time will not be shortened by selecting rush processing. Please indicate if you would like standard or rush transcript order processing:
 Standard Processing Rush Processing

* Delivery Method:

Please confirm, the delivery option you selected means:

Shortly after your request is processed by your school, your transcript recipient will be emailed a link to a secure Internet page where he or she can retrieve your official transcript. Upon that email notification, your credit card will be charged. The National Student Clearinghouse will guarantee that your recipient is notified that your transcript is ready for retrieval at the email address you provided when you placed the order; however, we cannot be responsible for whether or not your recipient retrieves or accepts the transcript. Because this is a new technology, we suggest that you contact your recipient and verify that he or she is willing to accept your transcript via this delivery method. The accuracy and correctness of the electronic transcript is solely the responsibility of your school.

- * Checking this box confirms you have read the delivery method information above.

* Recipient Email:

* Confirm Recipient Email:

* Quantity:

10. You may add information in the **Special Instructions** box if your transcript order has special conditions that requires an out of the ordinary delivery .

Delivery Options

* **Transcript Processing:** Your school offers rush processing of transcript orders. Rush processing means that your order will be processed by the Registrar's Office faster than other orders during normal business hours. If your transcript is being sent by first class mail, the delivery time will not be shortened by selecting rush processing. Please indicate if you would like standard or rush transcript order processing:
 Standard Processing Rush Processing

* **Delivery Method:**

Please confirm, the delivery option you selected means:

Shortly after your request is processed by your school, your transcript recipient will be emailed a link to a secure Internet page where he or she can retrieve your official transcript. Upon that email notification, your credit card will be charged. The National Student Clearinghouse will guarantee that your recipient is notified that your transcript is ready for retrieval at the email address you provided when you placed the order; however, we cannot be responsible for whether or not your recipient retrieves or accepts the transcript. Because this is a new technology, we suggest that you contact your recipient and verify that he or she is willing to accept your transcript via this delivery method. The accuracy and correctness of the electronic transcript is solely the responsibility of your school.

* **Checking this box confirms you have read the delivery method information above.**

* **Recipient Email:**

* **Confirm Recipient Email:**

* **Quantity:**

Additional fees may apply. The total fees will be displayed in the order summary.

Special Instructions: (Maximum
255 Characters)

11. If your transcript must be sent with supplemental documentation you can upload the documentation through the **Recipient Details** page. Click on the **Upload Documents** button and a pop up window will appear on your screen. There is a limit of 3 documents that may be uploaded through your transcript order. The recipient will receive the uploaded documents along with your transcript either electronically or through the mail.

Important: Medical School students ordering transcripts for VSAS or ERAS can upload their application documentation during this part of the transcript ordering process.

[Attach Additional Documents](#)

Additional Documents:

Optional: Select upload to add documents (Maximum: 3) to your transcript request
Supported format(s): PDF,DOC,DOCX
File name(s): Permits alpha numeric characters and non-consecutive periods, dashes, underscore and spaces

Upload Documents x

Reminder:

- **Number of document(s) permitted per recipient: 3**
- **Supported format(s): PDF,DOC,DOCX**
- **Maximum file name size: 64 characters**

File name(s): Permits alpha numeric characters and non-consecutive periods, dashes, underscore and spaces

Additional Documents:

The National Student Clearinghouse is committed to making its Web site accessible to the widest possible audience, including individuals with disabilities. If you use assistive technology (e.g., screen reader, eye tracking device, voice recognition software, etc.) and experience difficulty uploading additional documents, please contact the school from which you are requesting a transcript for assistance with supplying the documents via an alternative method.

[Cancel](#)

12. Click **Next** when you have entered all recipient information for your transcript order.

13. The next page gives you one last opportunity to review your recipients before completing the payment portion of your transcript order. Please ensure all recipient information is correct before proceeding to the payment page. You may add or remove recipients before you move to check out/payment page. You can add more recipients by clicking on the plus button or remove recipients by clicking on X button next to the recipient name.

You will also have the opportunity to add a number that will be used to send text message alerts of the progress of your transcript order. You will receive text messages when your order is progress and when the transcript has been released. Click **Check Out** to move to the payment page of your transcript order.

NATIONAL STUDENT CLEARINGHOUSE

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Log Out

Transcript Ordering Center
DREXEL UNIVERSITY

System Messages

Alert : The site you have accessed is for testing purposes only. Any transcript requests made through this site are for TESTING purposes only.

Enter Personal Info Select Recipient Enter Recipient Details Current step: Review Your Transcript Order Enter Payment Info Sign Consent

Review Your Recipients

Important Information

Verify your transcript order information before continuing. To edit your order, select the recipient's name. To add another recipient, select 'Add Recipient'.

Verify Information

[+ Add Recipient](#)

Remove	Recipient Name	Transcript Type	Delivery Method	Quantity	Shipping and Handling Fee	Fee
✖ Remove	JOHN DOE	Complete/All	Electronic PDF - \$1.75	1 copy = \$10.00	\$0.00	\$11.75
✖ Remove	JANE DOE	Complete/All	Electronic PDF - \$1.75	1 copy = \$10.00	\$0.00	\$11.75

Total Fee for Order: \$23.50

Request Order Updates Via Text

Yes, please send me transcript order updates via text message to the following number.
(Carrier message and data rates may apply.)


Mobile Phone Numbers:

Mobile Phone Carrier:

Check Out [Cancel Order](#)

[Back to Top](#)

Questions? Check [Transcript Ordering Help](#).



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[STUDENT PRIVACY PLEDGE](#)
SIGNATORY

14. Enter payment information on the payment page and click **Pay with Credit Card**.

NATIONAL STUDENT
CLEARINGHOUSE Transcript Ordering Center

Review Your Order

Order Number
12796741
Total Amount: USD 23.50

[Return to Transcript Ordering Center](#)

Pay With Your Credit Card

Cardholder Name

Credit Card Number



Expiration Date (MMYY)

Security Code

CVV2 is the Visa term for the 3-digit security code on the back of the credit card (VISA and MasterCard). For American Express, it is 4-digits and located on the front.



Billing Address

City

State/Province
Alabama

ZIP/Postal Code


Country
United States

Your private information is secured using SSL (Secure Sockets Layer), the leading security protocol on the Internet. Information is encrypted and exchanged with an https server.
We respect your privacy. We will pass your name, address or e-mail address on only to the merchant.

Secure Payment provided by [First Data Corp.](#)

15. The next page that will appear is the consent to authorize the release of your transcript. You can either sign the consent form electronically by clicking on **Sign Paperless Consent Form** button or download the consent form to print it out to physically sign the form by clicking **Download Consent Form**. If you opt to download and physically sign the consent form your order will not be processed until you submit the form to the National Student Clearinghouse via e-mail or fax.

Transcript Ordering Center
DREXEL UNIVERSITY




Authorization for Release of Educational Records Information for



Important Information

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 submitted your request, your order will be canceled and you will not be charged.

Sign Consent Form

Your transcript request (order number 12771270) has been received by the National Student Clearinghouse. Your transcript(s) cannot be sent by your school until National Student Clearinghouse receives your signed consent form. To expedite your transcript delivery, you can use the "Sign Paperless Consent Form" option. If you choose "Print Consent Form" option, please sign by hand and date a printed copy of the consent form and return it to us. We will accept a scan of your signed consent form as an email attachment.

In order to download the Paper Consent form you may need the latest versions of Adobe Reader. 

What do I do if I don't have a printer? [Help](#)

[Back to Top](#)

Questions? Check [Transcript Ordering Help](#).

16. If you click on **Sign Paperless Consent Form** you will be directed to the page to electronically sign the authorization to release form. You will need to use your mouse in the signature box to sign the form. Click on the **Self-Certification Statement** box and then press the **Submit** button to complete your consent form.

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Transcript Ordering Center
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System Messages

Alert : The site you have accessed is for testing purposes only. Any transcript requests made through this site are for TESTING purposes only.

Transcript Order Number:

Consent to Release Information from Education Records

Only the student him/herself may sign this form


The undersigned Individual authorizes
Drexel University

to release the official transcript of his/her education record to the individuals and/or organizations listed below and agrees to the charges on his/her credit or debit card resulting from this order (which will appear on his/her credit or debit card statement as "College Transcript").

JANE DOE

JOHN DOE

Student Name: ..



[Clear and Re-Sign](#)

Authorized for Order Number: _____

Date: 09/06/2016

Self-certification Statement

By checking this box, 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.

In order to complete your transcript order, you must electronically sign this consent form. When we receive your consent form, National Student Clearinghouse will send you a notification (via email or text, depending on what you selected as your preference) once the consent form has been processed.

Important Information

Instructions to electronically sign this consent form:

- On a PC: Hold down the left button on your mouse and, using the mouse, sign your name in the signature box as you would with a pen.
- On an iPad or iPhone: Sign your name in the signature box using your finger as a stylus.
- If you are not satisfied with your signature, select the "Clear and Re-sign" button to clear your signature so you can sign again.
- After signing your name, check the box next to the self-certification statement.
- Select "Submit".

The information contained in this transmission may contain privileged and confidential information. It is intended only for the use of the person(s) named above and the National Student Clearinghouse. If you are not the intended recipient, you are hereby notified that any review, dissemination, distribution, or duplication of this communication is strictly prohibited. If you are not the intended recipient, please destroy all copies of the original message.

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17. You will be directed to the transcript order confirmation page once you submit your consent. You will receive your transcript order number and will be able to print the confirmation page for your records.


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Log Out
Transcript Ordering Center
DREXEL UNIVERSITY

System Messages

Alert : The site you have accessed is for testing purposes only. Any transcript requests made through this site are for TESTING purposes only.

Electronic Consent Authorization Confirmation

 PLEASE PRINT THIS PAGE FOR YOUR RECORDS.

Your consent form has been successfully submitted on 04/06/2016 5:34 PM ET.

You should receive a confirmation email shortly.

Transcript Order Number:


Consent to Release Information from Education Records
Only the student him/herself may sign this form

The undersigned individual authorizes
Drexel University
to release the official transcript of his/her education record to the individuals and/or organizations listed below and agrees to the charges on his/her credit or debit card resulting from this order (which will appear on his/her credit or debit card statement as "College Transcript").

JANE DOE

JOHN DOE

Student Name:



Student Signature

Authorized for Order Number:

Date

04/06/2016 5:34 PM ET

Self-certification Statement
By checking this box, 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.

Print
Exit

In order to complete your transcript order, you must electronically sign this consent form. When we receive your consent form, National Student Clearinghouse will send you a notification (via email or text, depending on what you selected as your preference) once the consent form has been processed.

Important Information

Instructions to electronically sign this consent form:

- On a PC: Hold down the left button on your mouse and, using the mouse, sign your name in the signature box as you would with a pen.
- On an iPad or iPhone: Sign your name in the signature box using your finger as a stylus.
- If you are not satisfied with your signature, select the "Clear and Re-sign" button to clear your signature so you can sign again.
- After signing your name, check the box next to the self-certification statement.
- Select "Submit".

The information contained in this transmission may contain privileged and confidential information. It is intended only for the use of the person(s) named above and the National Student Clearinghouse. If you are not the intended recipient, you are hereby notified that any review, dissemination, distribution, or duplication of this communication is strictly prohibited. If you are not the intended recipient, please destroy all copies of the original message.

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SIGNATORY

18. If you ordered your transcript with the electronic PDF option you will receive an e-mail that will contain instructions on how to download your transcript from the National Student Clearinghouse website. The e-mail will contain a temporary password for you to use to access your secure transcript download webpage. You will see the following webpage to download your transcript, if you successfully login. Please use the links on the bottom of the webpage to download the latest versions of Adobe Reader and Adobe Flash Player if they are not already up to date for your web browser.

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Transcript Download Center

Download Transcript

The Transcript Download link in your email will expire on May 07, 2016. After May 07, 2016 you will no longer be able to access this page from the email link.

Access to the electronic transcript you will be downloading will expire after June 06, 2016 12:50:02 Eastern Daylight Time, even if it has been saved to your desktop or forwarded to another party.

Note: This transcript has additional security features listed below under "Transcript Document Control Options". Based on the school's document control preferences, use of the transcript may cause data, such as viewing, copying, printing, saving, and editing events, to be sent to our secure server. If you share the transcript file with other parties, you should inform them of this feature. For more information, please consult the Clearinghouse [Terms and Conditions of Use and Privacy Policy](#)

Transcript Details

Transcript Download Link Expires On	May 07, 2016
Requestor	[REDACTED]
Recipient	[REDACTED]
Issuing Institution	Drexel University
Order Number	12786729-1



Transcript Document Control Options

Expiration Date	June 06, 2016 12:50:02 Eastern Daylight Time
Creation Date	April 07, 2016 12:50:02 Eastern Daylight Time
Modifying	NOT ALLOWED
Copying	NOT ALLOWED
Printing	ALLOW
Screen Reader Support	ALLOW

Download Transcript

If you have any other questions or need further assistance, please email us at transcripts@studentclearinghouse.org

In order to view the transcript, Adobe Reader 9 or higher is required. For Adobe Reader XI or higher, Adobe Flash is also required.

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