



Tutorial: Request a Transcript

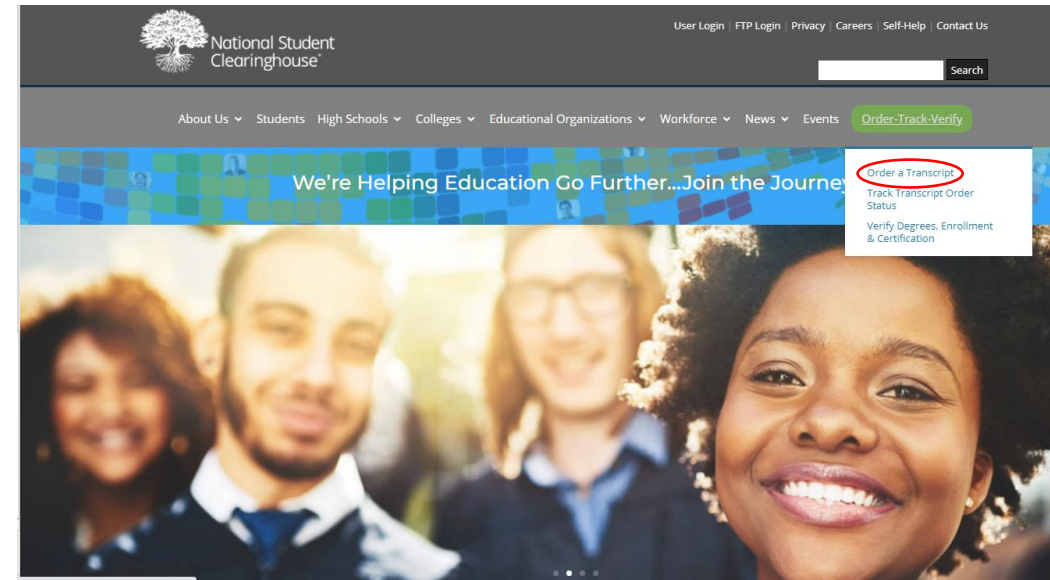
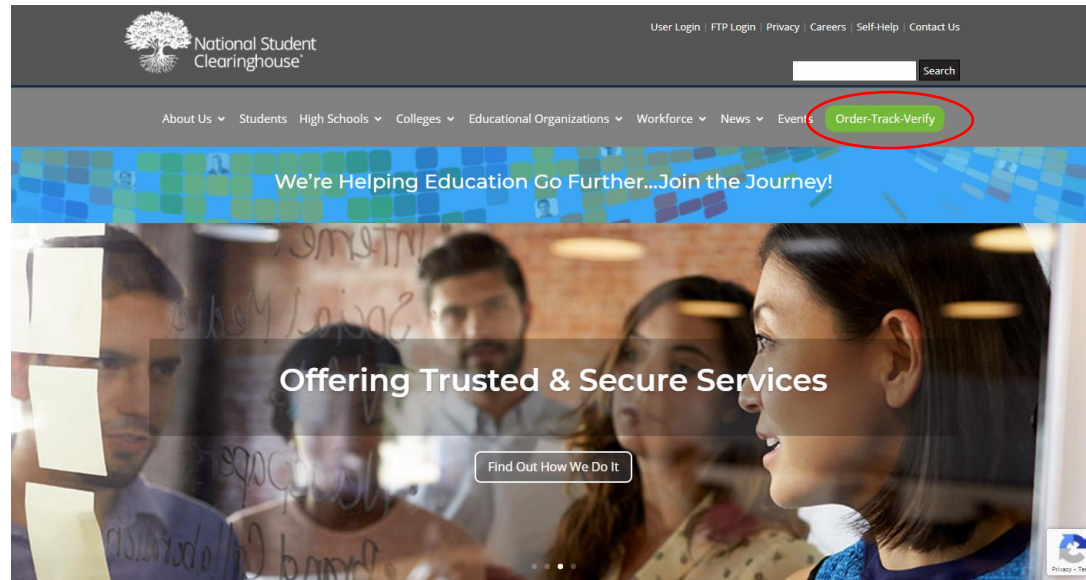
Navigate to [studentclearinghouse.org](https://studentclearinghouse.org)

UMSL uses the National Student Clearinghouse for all our Transcript Services.



**NOTE: This works best on a desktop**



# Select “Order-Track-Verify”, then select “Order a Transcript”



# Begin typing “University of Missouri” to select the St. Louis campus and continue.

Transcript Ordering Center  National Student Clearinghouse  Help

### System Messages

Important Information: There may be delays or disruptions processing transcript requests by institutions closed due to the Coronavirus. Please check the school's website for closure information.


Important Information: MAIL ALERT: Due to the evolving pandemic, there are notable delays in US and International mail delivery. There are also some international jurisdictions where mail cannot be delivered. Please visit <https://about.usps.com/newsroom/service-alerts/international/welcome.htm> for updates. We recommend selecting electronic delivery if offered by your school.

### Order a Transcript

Enter the school you want to request your transcript from

University of Missouri

- University of Missouri-Columbia
- University of Missouri-Kansas City
- University of Missouri-St Louis

 National Student Clearinghouse

# Read this page then continue

## System Messages

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## School Notifications

University of Missouri – St. Louis is excited to offer online transcript ordering and fulfillment in partnership with the National Student Clearinghouse!

Please note The U.S. Postal Service is experiencing an unprecedented volume increase and limited employee availability due to the impacts of the COVID-19 pandemic. There are also delays in international mail, including instances where some countries are not accepting mail at this time. Therefore, there could be a delay in the receipt of your mailed transcript.

### Instructions/Important Information:

- Transcripts are normally processed and sent within 24 hours (excluding holidays)
- The transcript charge is as follows (Additional fees will be applied)
  - \$10.00 for mailed
  - \$5.00 for electronic
  - Additional fees include a \$2.50 fee for all orders. If a mailed transcript is requested an additional \$1.80 will apply for postage costs
- Your transcript will not be released if there is a hold on your account. You will be notified by email indicating there is a transcript hold. The email will contain contact information for you to resolve the hold. Please contact the appropriate office. When the hold has been removed from your record, your transcript request will be processed. *Your credit card will not be charged until your transcript is sent.*
- If an official transcript was sent to the wrong mailing or email address due to students' error, the student is responsible for placing a new request and paying all related fees.
- You can now request a transcript that prints your preferred name (on file with the University) or your primary name. Primary name is your legal name. Preferred or chosen name is the name you have chosen to use or identify yourself within the UMSL community.
- You may include up to three attachments to be sent along with your transcript. Attachments must be in pdf, doc, jpg, or jpeg format. We reserve the right to review and refuse the sending of any attachments.
- You can request your transcript be held for grades, and/or degree conferral. Enter the term and year the grades or degree are to be held for. Please make sure to enter the term as *Spring, Summer, or Fall*. ***For High School Advanced Credit Students: please specify the semester in which you are enrolled in the course at UMSL. Please note: this can be different from the semester at your high school. You can verify this by accessing your schedule via the MyView system.***
- Transcripts held for degree will be released 45 days after the semester closes.
- **If you attended UMSL prior to 1975**, there may be a delay in the processing of your transcript. Please allow time for retrieval of the archived record and for delivery.
- Notarized transcripts are currently not available.

### Transcript Delivery Options:

- **Electronic PDF** - After your request is processed, your transcript will be sent electronically within 24 hours to the recipient you provided. Please make sure your school or recipient accepts electronic PDF transcripts and keep in mind the following when ordering:
  - The transcript link and a saved transcript will expire 60 days after initial opening
  - PDF files cannot be forwarded to third parties
  - The receiving party will need Adobe in order to download the transcript
- **ETX to School** (if your receiving school participates)
- **Express Mail** (additional fees apply)
  - Utilizing the express mail option *only expedites the mailing and not the processing*. Transcripts are processed in the order they are received.

## 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\(S\) >](#)

# Enter Your Personal Information

Enter Personal Information

Personal Information All fields required, unless otherwise indicated

First Name  
Jane

Middle Name  
(Optional)

Last Name  
Doe

Date of Birth  
01/01/2000  
MM/DD/YYYY

Has your name changed since attending school? YES NO

Student Identification Information One of the following is required

Student Number with leading 0, if applicable  
1819 [REDACTED]  
Dashes are not allowed

Confirm Student Number with leading 0, if applicable  
1819 [REDACTED]  
Dashes are not allowed

OR

Social Security Number  
xxx-xx-xxxx

Confirm Social Security Number  
xxx-xx-xxxx

Ordering an electronic transcript? Check Yes. For paper transcripts, Check No. YES NO ⓘ

Are you currently enrolled at University of Missouri-St Louis? YES NO ←

Year From  
2018  
YYYY

Year To  
2020  
YYYY

- Enter your student number as it appears on your UMSL billing statement or your SSN
- Select Yes or No for paper or electronic transcript
- Select **NO** to the question “Are you currently enrolled at UMSL?”
  - Enter the years you took courses, then continue

If you do not know the years you took courses, you can access this information in your [MyView](#) account or by calling 314-516-7005



# Enter Your Contact Information

Contact Information All fields required, unless otherwise indicated

**Address 1**  
\_\_\_\_\_  
Street number and name or PO Box Address 1 is required

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

**City** \_\_\_\_\_ **State/Territory/APO** \_\_\_\_\_  
City is required

**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](#).

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

# Select Your Recipient. “College or University” in most cases.

Transcript Ordering Center

**UMSL** [Help](#)  0

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 ordering your transcript to?**

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

[CONTINUE](#)



# Enter Your Recipient Details

## 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

Florida

Enter and select the school you are sending your transcript to

University Of Miami

[Advanced keyword search to find school](#)

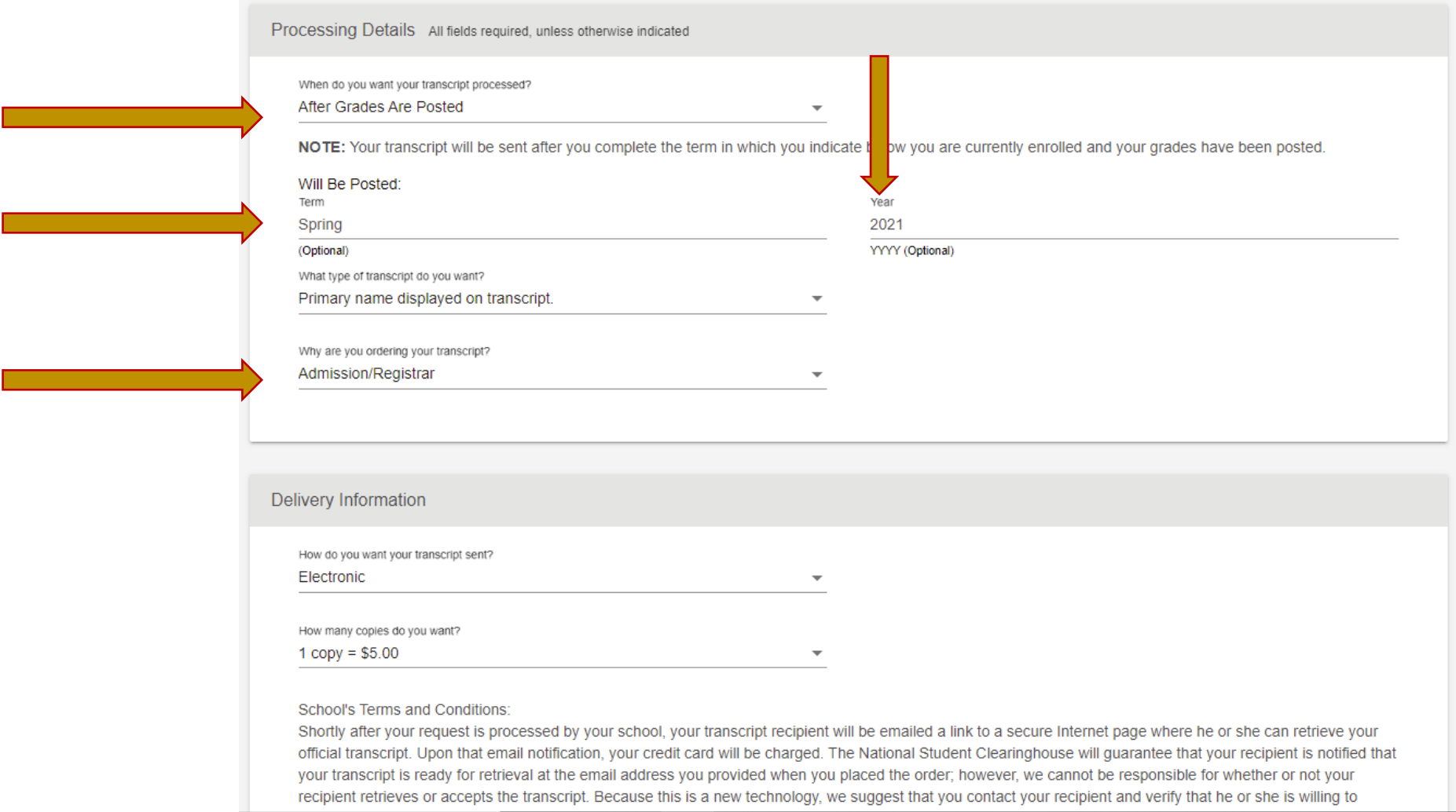
Department Name

(Optional)

# Complete Processing Details

If you are not 100% certain that all your grades have been posted, you should select the option to have your transcript processed after grades are posted.

**IMPORTANT NOTE:**  
Your transcript will not be processed if you do not enter the term and year your grades will be posted.



Processing Details All fields required, unless otherwise indicated

When do you want your transcript processed?  
After Grades Are Posted

**NOTE:** Your transcript will be sent after you complete the term in which you indicate to show you are currently enrolled and your grades have been posted.

Will Be Posted:  
Term  
Spring  
(Optional)

Year  
2021  
YYYY (Optional)

What type of transcript do you want?  
Primary name displayed on transcript.

Why are you ordering your transcript?  
Admission/Registrar

Delivery Information

How do you want your transcript sent?  
Electronic

How many copies do you want?  
1 copy = \$5.00

School's Terms and Conditions:  
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

# Provide Delivery Information, add to cart, then checkout

Transcript Ordering Center

UMSL Help 0

1 Enter Personal Information — 2 Select Transcript and Delivery Details — 3 Confirm Order and Checkout

## Provide Delivery Information

Recipient: UNIVERSITY OF MIAMI

Recipient Delivery Information All fields required, unless otherwise indicated

Recipient  
UNIVERSITY OF MIAMI

Recipient Email Address  
mydocuments@miami.edu

Confirm Recipient Email Address  
mydocuments@miami.edu

< PREVIOUS CANCEL ADD TO CART >

## For Electronic Transcripts:





- The recipient email should have been given to you during your application process.
- Contact the institution you will be attending or visit their website to obtain this.

# Enter Payment Details and submit your order

Checkout

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

Country

Zip/Postal Code  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

# You have successfully ordered a transcript

You will be emailed a tracking number that you can use to track the progress of your request.