Ordering Transcripts via the National Student Clearinghouse (NSC)

There are two ways to access the National Student Clearinghouse, by starting at step one below, or clicking the link from Drew University Registrar’s website and starting at step 3.

Before beginning the process, make sure that:

- you have 10-15 minutes of uninterrupted time to complete the request process.
- you have access to a scanner or electronic signature software/app.

1. Type studentclearinghouse.org into the address bar of your internet browser.
   a. Click “Order-Track-Verify” from the right-hand side.
   b. Then select “Order a transcript.”

2. Type “Drew University” and click “Continue.”

If you are experiencing difficulties, please reference the National Student Clearinghouse help pages:

- [https://studentclearinghouse.org/mystudentcenter/transcripts/](https://studentclearinghouse.org/mystudentcenter/transcripts/)
3. Review the terms and click “ORDER TRANSCRIPT(S).”
   a. You should see the Drew University logo in the top right.
   b. After reading the terms, scroll to the bottom on the welcome page and click “Order Transcripts.”

   * You can also get to this page by clicking the link on the transcript request page on our [website](https://studentclearinghouse.org/mystudentcenter/), skipping steps 1 & 2.
4. Enter your personal information including:
   a. Your name
   b. Date of birth
   c. Student ID or Social Security Number (SSN) and confirmation
      i. The SSN can be entered with or without dashes
   d. Complete both “YES” or “NO” questions
   e. Click “Continue”
      i. If the “Continue” button at the bottom does not light up green, make that you have entered all required information AND checked “Yes” or “No” for both questions.

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- [https://studentclearinghouse.org/mystudentcenter/transcripts/](https://studentclearinghouse.org/mystudentcenter/transcripts/)
5. **Enter your contact information.** This is not the address the transcript will be sent. You will be asked to provide recipient information on the next page.
   a. All fields are required.
      i. An accurate and up-to-date phone number is needed to receive status updates from the Drew University Registrar’s Office and the National Student Clearinghouse.
   b. Click “Continue.”
      i. If the “Continue” button is greyed out, check to see if you chose “Yes” or “No” to opt in for text message updates.

If you are experiencing difficulties, please reference the National Student Clearinghouse help pages:
- [https://studentclearinghouse.org/mystudentcenter/transcripts/](https://studentclearinghouse.org/mystudentcenter/transcripts/)
- [https://studentclearinghouse.org/mystudentcenter知識base/returning-consent-form/](https://studentclearinghouse.org/mystudentcenter知識base/returning-consent-form/)
6. **Provide recipient information.** For well-known institutions or businesses in the NSC’s database, you may only be asked to provide an organization name.
   
a. If you select “Myself,” the transcript will be sent to the address that you provided in step 5.

7. **Select processing details.**
8. Select why you are ordering a transcript.

9. Select your delivery preference and number of copies.
   a. Selecting a delivery preference will display a brief description under the number of copies selection of how such orders are handled and any additional instructions associated with the option.
   b. Read and accept these terms.
c. Optional: Upload any supplemental documents that you need to include with the transcript by clicking “Add File.” (e.g. matching forms for medical or law school, transcript addendums, etc.)
   i. Please do not upload your NSC consent form here.
   ii. If you forgot to upload your attachment, or need to upload an additional attachment after your order is complete, please send the document to transcripts@drew.edu along with your NSC order number.

d. If you have selected a delivery method that incurs a fee, your fee summary will display.
e. Click “CONTINUE.”

10. Review/edit the delivery information and click “ADD TO CART.”
11. Review your order details and click “CHECKOUT.”

12. E-Sign the Consent Form. This form asks your consent to release your academic information to the recipient that you have provided, and for the NSC to charge your credit card for the services that you have selected. Your request cannot be processed until the consent form is received by NSC.
   a. You will need to sign this electronic consent form by drawing your signature in the field provided and clicking “ACCEPT SIGNATURE.”
   b. After signing the consent form, click “CONTINUE.”

If you are experiencing difficulties, please reference the National Student Clearinghouse help pages:
   - [https://studentclearinghouse.org/mystudentcenter/transcripts/](https://studentclearinghouse.org/mystudentcenter/transcripts/)
13. Provide payment details.
   a. Click “SUBMIT ORDER” to submit your request.
      i. If you click “CANCEL ORDER,” leave this page without clicking “SUBMIT ORDER,” or your order is not fulfilled for any reason, your credit card will not be charged.

If you are experiencing difficulties, please reference the National Student Clearinghouse help pages:
   • https://studentclearinghouse.org/mystudentcenter/transcripts/
   • https://studentclearinghouse.org/mystudentcenter/knowledge-base/returning-consent-form/