Urgent Processing (UP) Paper Transcripts Hold for Pick-Up
(Former Students that Attended Fall 2008 or After)

1. Read [Things to Know When Requesting a Transcript](#).
2. Former students that attended Fall 2008 or after, will access KSIS (the integrated student information system) to order a transcript. To reactivate a password, please contact the IT Help Desk at 785-532-7722. Once you have access to KSIS, go to the K-State home page to sign in. Click on “sign in” located in the top right hand corner, then click on KSIS in the drop down box. This will bring up the log-in window.

3. Log into KSIS.

4. From the KSIS Home Page, to the right, in the **KSIS Links** box, click **Student Center**.
5. On the left, open the Other Academic... list box next to this week's scheduler and click Order a Transcript.

6. Click the Go button.

7. Next click on Click here to order a transcript button.

Note: This takes you to a separate website to complete the transcript order. If the transcript ordering window does not appear, you may have a pop-up blocker enabled. For steps on disabling common pop-up blockers, click HERE.

8. If this is your first time ordering, verify all contact and address information and then click Submit.

NOTE: The information presented here comes from within KSIS. Incorrect information at this location indicates that the information in KSIS is also incorrect. You must go into KSIS to correct this information. Changing contact and address information on this transcript portal does NOT change the information in KSIS.
9. Read the information regarding the transcript ordering process, and then click on the blue **Order Now!**

10. From the list of **Official Transcripts**, select **Urgent Processing Paper Transcript for Pick-Up (Former Students)**.

![Product Information](image)

The product information will pop-up.

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**Product Description**

Official Kansas State University Transcript. Transcripts are processed by next business day. Additional processing time could result from data mismatches or location of record. In such cases, student will be contacted directly to discuss alternative processing options. Once orders for **Hold for Pick-Up** have been processed, an email is sent indicating the order has been updated to the order status of **Delivered** and the document status of **Ready for Pickup**. **THE TRANSCRIPT WILL BE AVAILABLE FOR PICK-UP TWO (2) HOURS AFTER RECEIVING THIS EMAIL NOTIFICATION.** Pick-up times are Monday - Friday, 8:00 a.m. - 5:00 p.m. in 118 Anderson Hall, Manhattan, KS or Registrar’s Office in Salina, KS, 208 College Center. Transcripts will only be released to the recipient named on the order, a photo ID is required.

**Instructions:**

- Once your order for **Hold for Pick-Up** has been processed, you will receive an email indicating the order has been updated to the order status of **Delivered** and the document status of **Ready for Pickup**. The transcript will be available for pick-up two hours after receiving the email notification.
- All charges are nonrefundable.
- Transcript requests will not be processed for students with financial obligations to the University and/or transcript holds.
- **Hold for Pick-Up** transcripts will only be available for 45 days. After 45 days, transcripts will be destroyed and a new order will need to be placed if transcripts are still needed.
- The **Hold for Degree** option is available when ordering eTranscript or paper transcripts for mailing.
- **Please Note:** If you have a hold that precludes the processing of your transcript order, your order will be cancelled and you will receive an email stating whom to contact regarding your hold. Once your hold has been resolved you may place a new transcript order to be processed.
- For additional information regarding transcript ordering, click here.
11. The Urgent Processing Paper Transcript Hold for Pick-Up (Former Students) will appear.

12. Enter the recipient's name. (This is the name of the person picking up the transcript.)

13. Enter special instructions you might have in the Special Instructions Field. This field can be used to give permission for another person to pick-up your transcript. The person picking up the transcript will have to show a photo ID.

14. Enter the quantity of transcripts to send to this recipient.

15. Click Continue.

16. Verify the charges and the recipient information are correct, and then click Checkout.

17. Read about your FERPA rights, check the box, “I Accept”, and then click Next.

18. Verify the payment and billing information, and then click Next.

19. Re-verify all billing, recipient, and charge information, and then click Confirm.

20. Enter your credit card information and click only once. Processing the credit card information can take several minutes.

21. A confirmation page will pop-up that includes your order number and gives you the opportunity to order more transcripts if needed. If done with order, log out.

22. You will receive an email confirmation of your order.
Picking up a Transcript

Transcripts ordered as Hold for Pick-Up are processed twice daily. Once orders for Hold for Pick-Up are processed, an email is sent to the student indicating the order status is updated to Delivered and the document status to Ready for Pickup. Two hours after receiving this email, the transcript is available for pick-up. Students can pick up their transcripts Monday-Friday 8:00 a.m.-5:00 p.m. in 118 Anderson Hall, Manhattan, KS or 208 College Center, Salina, KS. Transcripts will only be released to the recipient named on the order. Students must present a valid photo ID when picking up a Hold for Pick-Up transcript. If anyone other than the student will be picking up the transcripts, the student must authorize the name of the person picking up the transcript on the online ordering form in the field marked "Recipient Name". The person picking up the transcript on your behalf must present a valid photo ID. Transcripts must be picked up within 45 days of the date ordered. All orders older than 45 days will be destroyed.