Urgent Processing (UP) Paper Transcripts for Priority Delivery
(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 schedule 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 University Documents, select **Urgent Processing Paper Transcript (Former Students)**.

The product information will pop-up.
11. The Urgent Processing Paper Transcript (Former Students) order form will appear.
12. Enter the recipient's name and mailing address.
13. Select the Mailing Method (US Postal Priority or Priority Mail International) from the drop-down. Enter the Quantity of transcripts to send to this recipient. Note: Some mailing method options will incur additional costs.
14. If you have attachments, upload in the Attachment Field. (How to add an attachment to a transcript)
15. Enter special instructions you might have in the Special Instructions Field; i.e. recipient phone number for priority mail.
16. Enter the quantity of transcripts to send to this recipient.
17. Click Continue.
18. Verify the charges and the recipient information are correct, and then click Checkout.
19. Read about your FERPA rights, check the box, “I Accept”, and then click Next.
20. Verify the payment and billing information, and then click Next.
21. Re-verify all billing, recipient, and charge information, and then click Confirm.
22. Enter your credit card information and click only once. Processing the credit card information can take several minutes.

23. 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.

24. You will receive an email confirmation of your order.