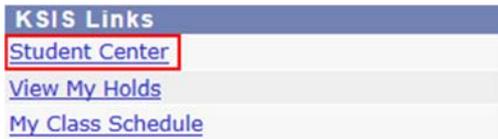
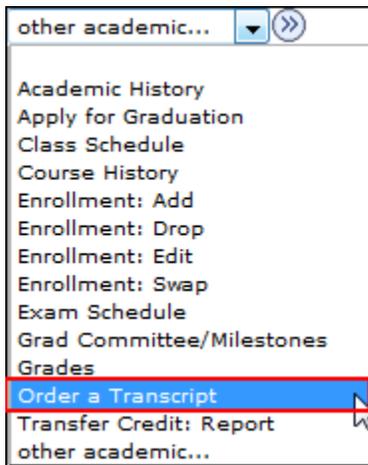


Order Transcripts to Hold for Pickup – Current Student

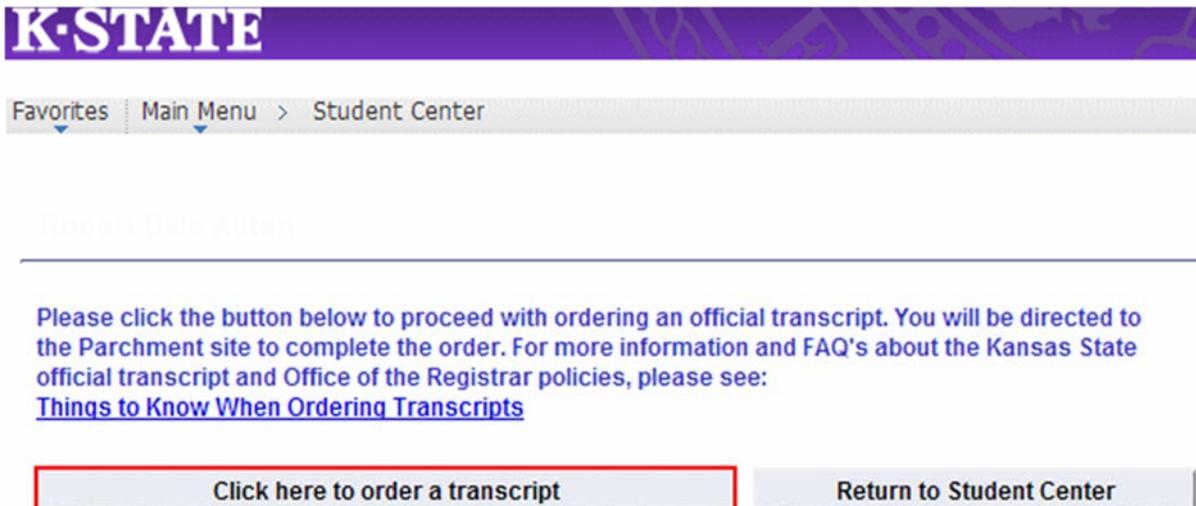
1. From the KSIS Home Page, to the right, in the **KSIS Links** box, click **Student Center**.



2. On the left, open the **Other Academic...** list box next to this week's schedule and click **Order a Transcript**.



3. Click the **Go** button.  This takes you to the transcript landing page in KSIS. Click the **Click here to order a transcript** button.



***NOTE:** This will take 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. Click [HERE](#) for steps on disabling common pop-up blockers.*

4. 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 address information. You must contact the Office of the Registrar to change name information. Changing contact and address information on this transcript portal does NOT change the information in KSIS.*

5. Read the information regarding the transcript ordering process, and then click on the blue [Order Now!](#)
6. From the list of University Documents, select **Paper Transcript Hold for Pick-Up (Current Student)**.



Paper Transcript Hold for Pick-Up (Current Student) \$0.00

Official Kansas State University Transcript. Transcripts ordered Hold for Pick-Up will be processed twice daily. Once orders for Hold for Pick-Up have been processed, an email is sent indicating...

The product information will pop-up.

1. Login or Register 2. Select Documents **3. Order Details** 4. Provide Consent 5. Payment 6. Review Order

Product Description

Official Kansas State University Transcript. Transcripts ordered **Hold for Pick-Up** will be processed twice daily. 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, 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.
- In progress courses will appear on the transcript with dollar signs (\$\$).
- Grades for in progress courses may not appear for several days until submitted by the instructor.
- 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.
- **CURRENT STUDENTS ORDER DEADLINE is 14 days after the term ends (14 days from last day of finals) for students who will graduate or will not continue enrollment. After that date, former student transcript fees will apply. Refer to the Academic Calendar for exact dates.**
- For additional information regarding transcript ordering, click [here](#).

7. The Paper Transcript Hold for Pick-Up (Current Students) will appear.

Order Options

Processing Time ⓘ

Now

Holds are for current term only

Recipient Name*

* Required

Special Instructions (Optional)

Purpose for Transcript (Optional)

Quantity:

1 * (Max: 10)

Add Another Item

Continue

8. Enter the recipient's name. (This is the name of the person picking up the transcript.)
9. 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 have to show a photo ID.**
10. Enter the quantity of transcripts to send to this recipient.
11. Click **Continue**.
12. Verify the charges and the recipient information are correct, and then click **Checkout**.
13. Read about your FERPA rights and then click **Next**.
14. Verify the payment and billing information, and then click **Next**.
15. Re-verify all billing, recipient, and charge information, and then click **Confirm**.
16. Enter your credit card information and click only once. Processing the credit card information can take several minutes.
17. 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.

Order #

Thank you for using our document ordering site.

 Your order has been submitted and is being processed.

Note: When payment is made with a credit card, the order will appear as "Parchment" on the credit card statement.

Track Your Resume!



LIVE DEMO!

Know when, where *or even if* your resume has been opened.

Send and track your resume with Resume Tracker™.

[Order Now!](#)



[\(More Info...\)](#)

[Log Off](#)

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

Picking up a Transcript

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.