Order Urgent Processing (UP) Paper Transcript for FedEx Delivery – Current Students

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 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.

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 Official Transcripts, select Urgent Processing Paper Transcript (Current Students).

The product information will pop-up.
7. The Urgent Processing Paper Transcript (Current Students) order form will appear.

Address

- Mailing Name: *
- (Institution, Building, Person, etc.)
- Mailing Country: *
- United States
- Mailing Address 1: *
- (Extra information use Mailing Address 2 and 3)
- Mailing Address 2:
- Mailing Address 3:
- Mailing City: *
- Mailing State: *
- Please select...
- Mailing Postal Code: *

8. Enter the recipient's name and mailing address.
9. The Processing of Urgent Processing defaults as well as All Other Colleges as the degree type. Degree type for this ordering option does not impact the processing.

10. Select the **Mailing Method** (FedEx Express U.S. Services $25.00 or FedEx Express International Services $40.00 from the drop down box) **NOTE:** Some Mailing Method options will incur additional costs. (i.e. Priority and FedEx).

11. If you have attachments, upload in the **Attachment Field.** (How to add an attachment to a transcript)

12. Enter special instructions you might have in the **Special Instructions Field**; i.e. phone number for FedEx recipient.

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

14. Click **Continue**.

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

16. Read about your FERPA rights and then click **Next**.

17. Verify the payment and billing information, and then click **Next**.

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

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

20. 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.

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