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.

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

*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.
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 Urgent Processing Paper Transcript Pick-Up (Current Students).

The product information will pop-up.

- 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 Urgent Processing for Paper Transcript Pick-Up (Current Students) will appear.

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 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.

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