Former Student Ordering Guide for Transcripts FedEx Delivery

1. Read **Things to Know When Requesting a Transcript**
2. Order a Transcript using this link: **KSU Transcript**
3. Click on **log in or create a new account** on the screen in the ordering system that looks like the one below.

![Screen Capture](image)

4. The screen like the one below, will pop-up. If you have NOT created an account previously, select **Create Account** on the right hand side of the screen.

![Screen Capture](image)

If you have created an account previously, on the bottom left hand corner under **Returning users** use your email address and password to log in. If your email has changed from when you created your account, email ksutrans@ksu.edu for assistance.
Enter your personal information. Please note required fields or formats are designated with a red asterisk (*) or red description of the format required. After your personal information is entered then type in security characters on the screen and click Submit.
5. Once you’ve logged in or created an account you will be taken to the University Transcript Ordering Portal screen that looks like the one below. Click on the blue **Order Now!** located on the right hand side midway down the screen.
6. From the list of University Documents, select **Paper Transcript (Former Students)**

The product information will pop-up.

---

**Product Description**

Official Kansas State University Transcript. Transcript requests are usually processed between one and three days after the Registrar’s Office receives the request. During periods of high volume, however, it may take significantly longer to process your transcript request. You will receive status updates via e-mail when your transcript request has been received and when the order has been processed.

**DELIVERY OPTIONS (extra charges may apply):**

- First Class U.S. Mail – No charge
- Priority U.S. Mail - $8.00
- Priority Mail International - $30.00
- FedEx to U.S. address - $25.00
- FedEx to International address - $40.00

**Instructions:**

- Transcript requests will not be processed for students with financial obligations to the University and/or transcript holds.
- FedEx delivery requires a physical address and phone number as they will not deliver to P.O Boxes or if the telephone number is not provided.
- **ATTACHMENTS** that need the Office of the Registrar to provide additional information can be uploaded to the paper transcript delivery option or sent directly to the Office of the Registrar. Attachments can be uploaded to the electronic delivery option that do not need the Office of the Registrar to provide additional information. All orders with attachments or forms should add a note in “special instructions” on the order form that indicates send with transcript.
- **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](#).
7. The Paper Transcript (Former Students) order form will appear.

Address

Mailing Name: *
(Institution, Building, Person, etc.)

Mailing Address 1: *
(Extra information use Mailing Address 2 and 3)

Mailing Address 2:

Mailing Address 3:

Mailing City: *

Mailing Postal Code: *
Enter "None" if not applicable

Mailing Country: *
Please Choose Your Country

Mailing State: *
Enter "None" if not applicable

Order Options

Processing Time

Mailing Method
- Standard (USPS) $9.00
- FedEx Express® U.S. services $26.00
- FedEx Express® international services $40.00
- Priority Mail International $30.00

Attachment
Optional: Upload supporting documentation

Special Instructions (Optional)

Purpose for Transcript (Optional)

Quantity: 1 *(Max: 5)
8. Enter the recipient's name and mailing address in the recipient fields marked:
   1. Mailing Name
   2. Mailing Address 1
   3. Mailing Address 2
   4. Mailing Address 3
   5. Mailing City
   6. Mailing Zipcode
   7. Mailing Country (select from drop down box)
   8. Mailing State (select from drop down box)

9. 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)*.

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

11. Enter special instructions you might have in the **Special Instructions Field**.

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

13. Click **Continue**.

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

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

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

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

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

19. 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 Confirmation](https://example.com/confirmation.png)

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

   ![Track Your Resume](https://example.com/resume_tracker.png)