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.

![Transcript Ordering System](image)

4. If you have NOT created an account previously, select **Create Account** on right-hand side of the screen.

![Create Account](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. 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 (Former Students)**.

   ![Image of Paper Transcript Hold for Pick-Up (Former Student)]

   The product information will pop-up.

   **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, KS, 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 within two hours after receiving the email notification.
   - All charges are nonrefundable.
   - 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.
   - **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 Hold for Pick-Up (Former Students) will appear.

   ![Image of Order Options](#)

   **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 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, check the box, “I Accept”, 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.

**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.