Former Student Ordering Guide for Transcripts Priority Mail 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.

   ![Login Screen](image1.png)

   **University Transcript Ordering Portal**

   Welcome, would you like to **log in or create a new account**?

   **Current students** should log onto their KSIS Student Center to order transcripts. If you are a currently enrolled student and create a new account, you will be charged a fee for using the Parchment transcript ordering portal.

   **Former students** that have not previously created a transcript ordering account will need to register by creating a new account. If you have already registered, please enter your Email and Password to the left and click Sign in.

   Once your account is created you will be able to request transcripts online and track the status of your orders.

   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.

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.

   ![Login Screen](image2.png)

   **New User**

   **Current students** should log onto their KSIS Student Center to order transcripts. If you are a currently enrolled student and create a new account, you will be charged a fee for using the Parchment transcript ordering portal.

   **Former students** that have not previously created a transcript ordering account will need to register by creating a new account. If you have already registered, please enter your Email and Password to the left and click Sign in.

   Once your account is created you will be able to request transcripts online and track the status of your orders.

   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.

   **Returning Users**

   In order to continue, please login to your account:

   Email Address: [ ]

   Password: [ ]

   ![Login Screen](image3.png)

   **Create Account**

   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](mailto: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.

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**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 of the recipient is not provided. A recipient phone number can be added on the order form in special instructions or provided in an attachment.
- Priority delivery does not provide a tracking number.
- **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.

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7. The Paper Transcript (Former Students) order form will appear.
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 (US Postal Priority Flat Rate $8.00 or Priority Mail International $30.00 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.
20. You will receive an email confirmation of your order.