Former Student Ordering Guide for AMCAS e-Transcript

1. Read Things to Know When Ordering 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.

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

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 **AMCAS eTranscript (Former Students)**.

The product information will pop-up.

**Product Description**

Order a secure, certified PDF of your Official Kansas State University Transcript, offering fastest delivery available directly to AMCAS (American Medical College Application Service) for medical school applications. Be sure to have your AMCAS number and AMCAS transcript ID number available to enter in the ordering form below.

**NOTES:**

- 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 degree is for the Fall and Spring term only. Unless you are requesting that your transcript be processed after degrees post, DO NOT choose a Degree Type (i.e. leave the default value of “Other”). Degree Type is for Hold for Degree Only.
- Students who choose the electronic delivery option and last attended the University prior to Fall 1983 could experience a delay in the processing of the order.
- **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 ordering form will pop up. Fill in the information; providing your AAMC ID and AAMC Transcript ID.

12. Click **CONTINUE** and confirm your AAMC ID and AAMC Transcript ID.
13. Verify the charges and the recipient information, and then click **Checkout**.
14. **Read** about your FERPA rights, check the box, “I Accept”, and then click **Next**.
15. Verify the payment and billing information, and then click **Next**.
16. Re-verify all billing, recipient, and charge information, and then click **Confirm**.
17. Enter your credit card information and click only once. Processing the credit card information can take several minutes.
18. 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.
19. You will receive an email confirmation of your order.