Former Student Ordering Guide for Urgent Processing (UP) Transcripts
USPS 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.

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 **Urgent Processing Paper Transcript (Former Students)**

![Urgent Processing Paper Transcript (Former Students)](image)

Official Kansas State University Transcript. Transcripts are processed by next business day. Additional processing time could result from data mismatches or location of record. In such cases, student...

The product information will pop-up.

**Product Description**

Official Kansas State University Transcript. Transcripts are processed by next business day. Additional processing time could result from data mismatches or location of record. In such cases, student will be contacted directly to discuss alternative processing options. Additional charges will apply for FedEx or Priority delivery.

**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

**NOTES:**
- 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](#).
7. The Urgent Processing Paper Transcript (Former Students) order form will appear.
8. Enter the recipient's name and mailing address.
9. Select the **Mailing Method** (Standard USPS 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.