Transcripts for AMCAS e-Transcript
# (Former Students that Attended Fall 2008 or After)

1. Read **Things to Know When Requesting a Transcript**.

2. Former students that attended Fall 2008 or after, will access KSIS (the integrated student information system) to order a transcript. To reactivate a password, please contact the IT Help Desk at 785-532-7722. Once you have access to KSIS, go to the K-State home page to sign in. Click on "sign in" located in the top right hand corner, then click on KSIS in the drop down box. This will bring up the log-in window.
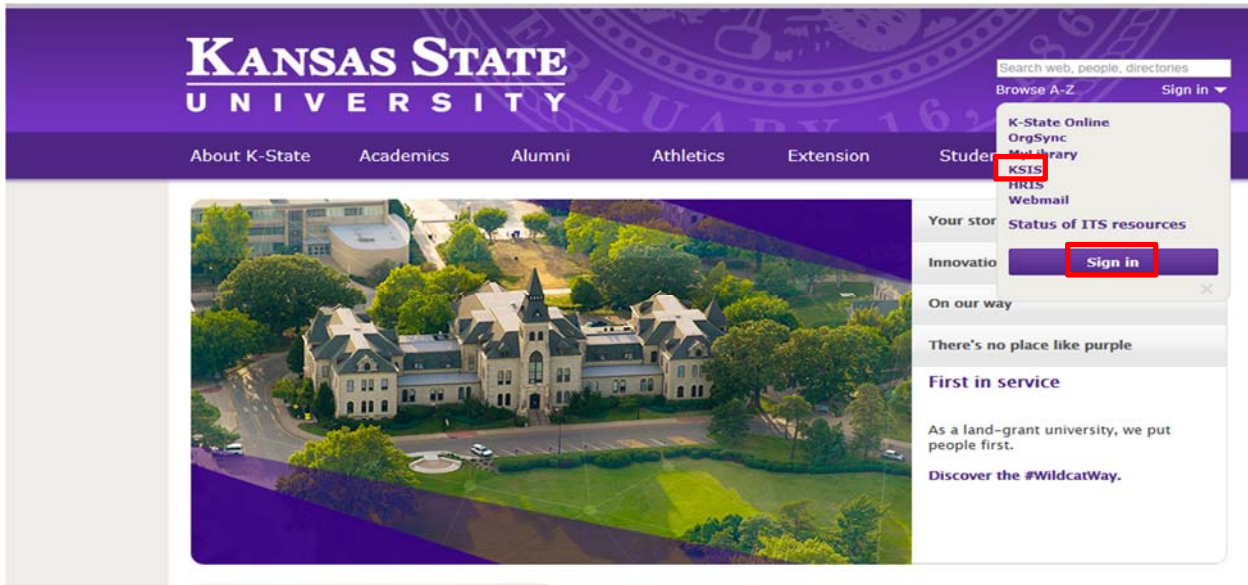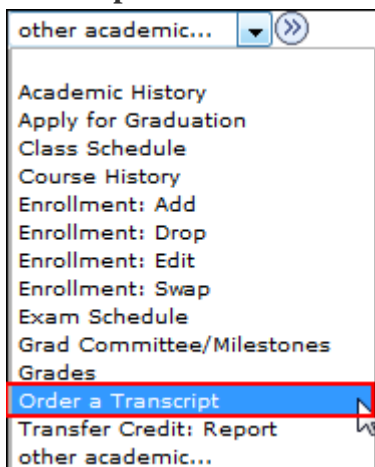

3. Log into KSIS.
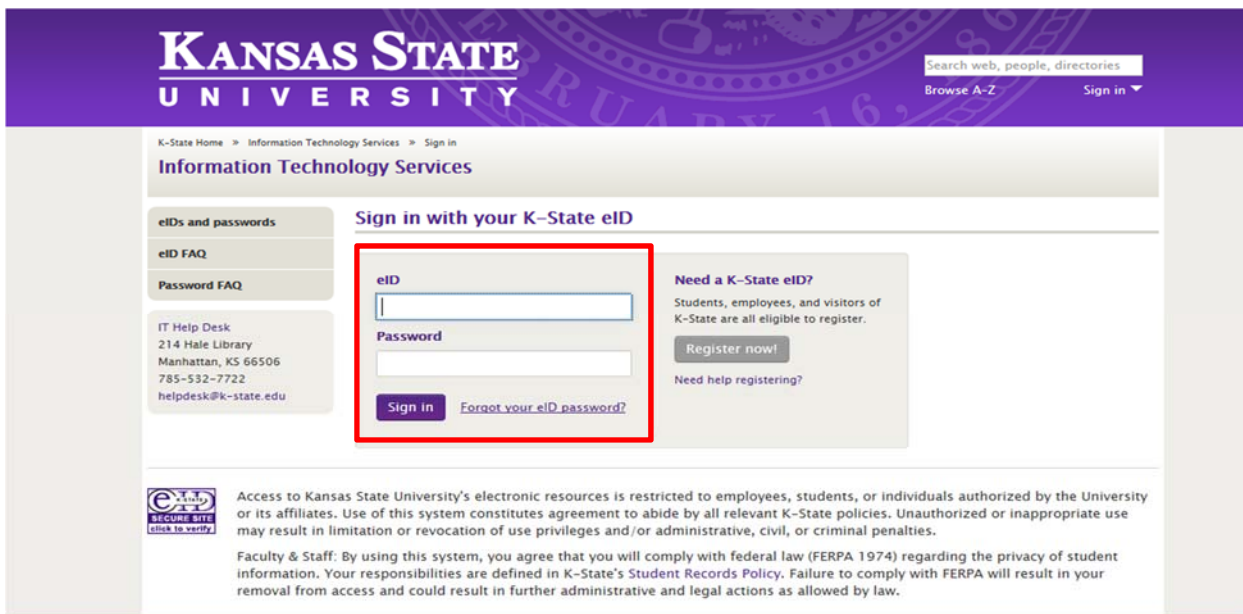
4. From the KSIS Home Page, to the right, in the **KSIS Links** box, click **Student Center**.

5. On the left, open the **Other Academic...** list box next to this week's schedule and click **Order a Transcript**.

6. Click the **Go** button.
7. Next click on **Click here to order a transcript** button.

Note: This takes you to a separate website to complete the transcript order. If the transcript ordering window does not appear, you may have a pop-up blocker enabled. For steps on disabling common pop-up blockers, click HERE.

8. If this is your first time ordering, verify all contact and address information and then click **Submit**.

NOTE: The information presented here comes from within KSIS. Incorrect information at this location indicates that the information in KSIS is also incorrect. You must go into KSIS to correct this

information. Changing contact and address information on this transcript portal does NOT change the information in KSIS.

9. Read the information regarding the transcript ordering process, and then click on the blue **Order Now!**

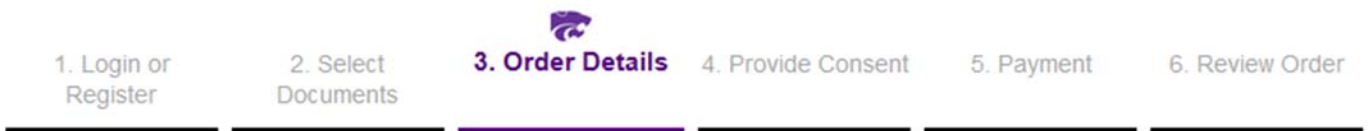**10.** From the list of University Documents, select **AMCAS eTranscript (Former Student)**.

AMCAS eTranscript (Former Students)

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...

$15.00

The product information will pop-up.

| 1. Login or Register | 2. Select Documents | **3. Order Details** | 4. Provide Consent | 5. Payment | 6. Review Order |

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.

11. The ordering form will pop up. Fill in the information; providing your AAMC ID and AAMC Transcript ID.

Order Options

AAMC ID*	[ ]
	8 digits and can only contain numbers
AAMC Transcript ID*	[ ]
	7 digits and can only contain numbers
Delivery Mode	**Electronic**
Processing Time ❓	**Now**
	"Now" = 3-5 Days
Degree Type	[▼]
Recipient Name*	AMCAS
Email Address*	amcas@parchment.com
	Enter the recipient's email address for delivery
Purpose for Transcript (Optional)	[-- ▼]

Note: Email Providers use filtering systems to reduce spam. Sometimes, they accidentally filter the email that you want them to receive. To make sure that your document emails are not filtered into "junk" or "bulk" folders, please verify that the recipient can receive email from Parchment (parchment.com).

Add Another Item   Continue

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.

Order #

Thank you for using our document ordering site.

Your order has been submitted and is being processed.

Note: When payment is made with a credit card, the order will appear as "Parchment" on the credit card statement.

Track Your Resume!

Document Accessed
(Who - When – Where)

Know when, where *or even if* your resume has been opened.

Send and track your resume with Resume Tracker™.

Order Now!

LIVE DEMO!

(More Info...)

Log Off

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