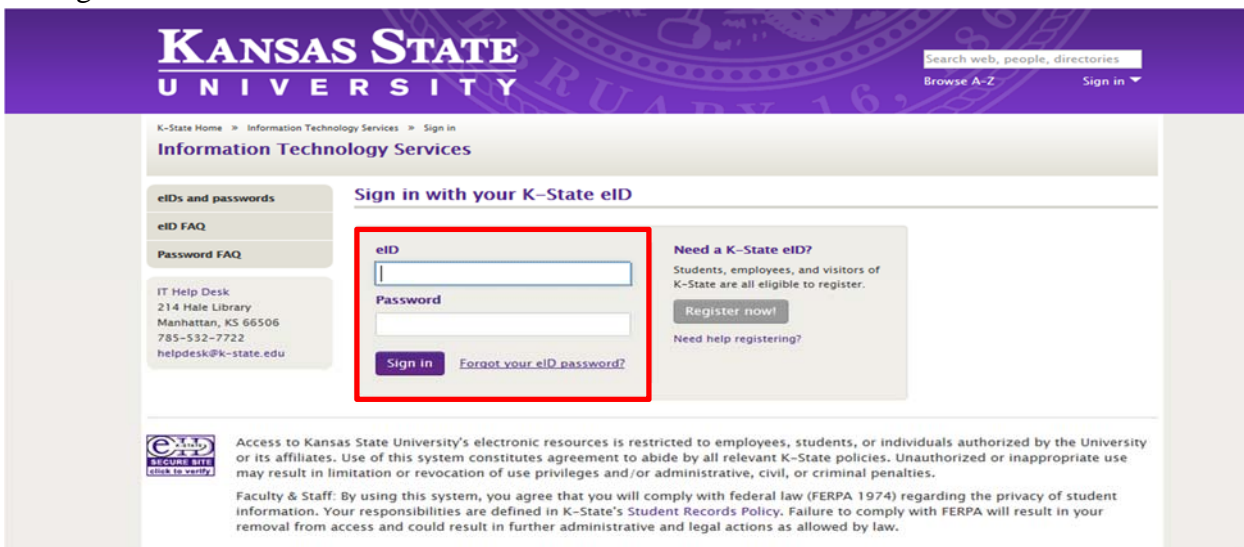


Urgent Processing (UP) Paper Transcripts Hold for Pick-Up (Former Students that Attended Fall 2008 or After)

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.



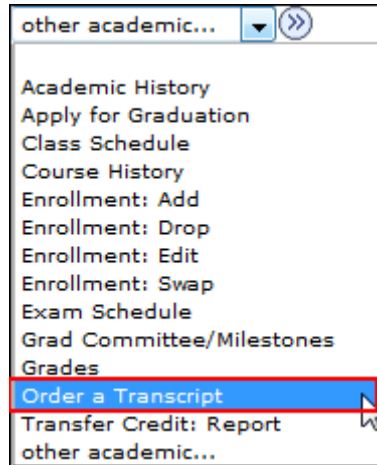
3. Log into KSIS.



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

KSIS Links
Student Center
View My Holds
My Class Schedule

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



6. Click the **Go** button. 

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

 A screenshot of the K-State Student Center website. At the top is the K-STATE logo. Below it is a breadcrumb trail: Favorites > Main Menu > Student Center. The main content area contains a blue text block that reads: "Please click the button below to proceed with ordering an official transcript. You will be directed to the Parchment site to complete the order. For more information and FAQ's about the Kansas State official transcript and Office of the Registrar policies, please see: [Things to Know When Ordering Transcripts](#)". Below this text are two buttons: "Click here to order a transcript" (highlighted with a red box) and "Return to Student Center".

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](#).

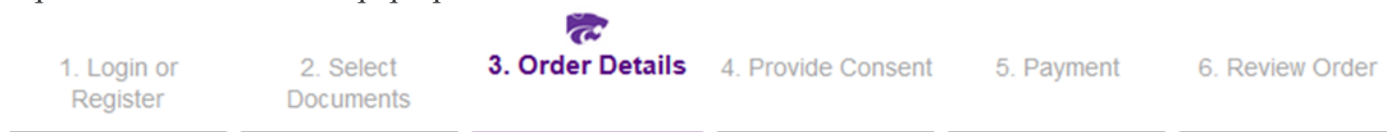
8. If this is your first time ordering, verify all contact and address information and then click **Submit**.

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 **Official Transcripts**, select **Urgent Processing Paper Transcript for Pick-Up (Former Students)**.

	Urgent Processing Paper Transcript - Pick-Up (Former Students)	\$25.00
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. 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 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](#).

11. The Urgent Processing Paper Transcript Hold for Pick-Up (Former Students) will appear.

Order Options

Urgent Processing	<input type="button" value="Yes"/>
Processing Time	<input type="button" value="Now"/> Processed by next business day
Degree Type	<input type="button" value="All Other Colleges"/>
Recipient Name*	<input type="text"/>
Special Instructions (Optional)	<input type="text"/>
Purpose for Transcript (Optional)	<input type="text" value="--"/>
Quantity:	<input type="text" value="1"/> * (Max: 10)

12. Enter the recipient's name. (This is the name of the person picking up the transcript.)
13. 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 have to show a photo ID.**
14. Enter the quantity of transcripts to send to this recipient.
15. Click **Continue**.
16. Verify the charges and the recipient information are correct, and then click **Checkout**.
17. Read about your FERPA rights, check the box, "I Accept", and then click **Next**.
18. Verify the payment and billing information, and then click **Next**.
19. Re-verify all billing, recipient, and charge information, and then click **Confirm**.
20. Enter your credit card information and click only once. Processing the credit card information can take several minutes.
21. 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!

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

Send and track your resume with Resume Tracker™.

[Order Now!](#) [\(More Info...\)](#)

[Log Off](#)

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

Picking up a Transcript

Transcripts ordered as **Hold for Pick-Up** are processed twice daily. 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.