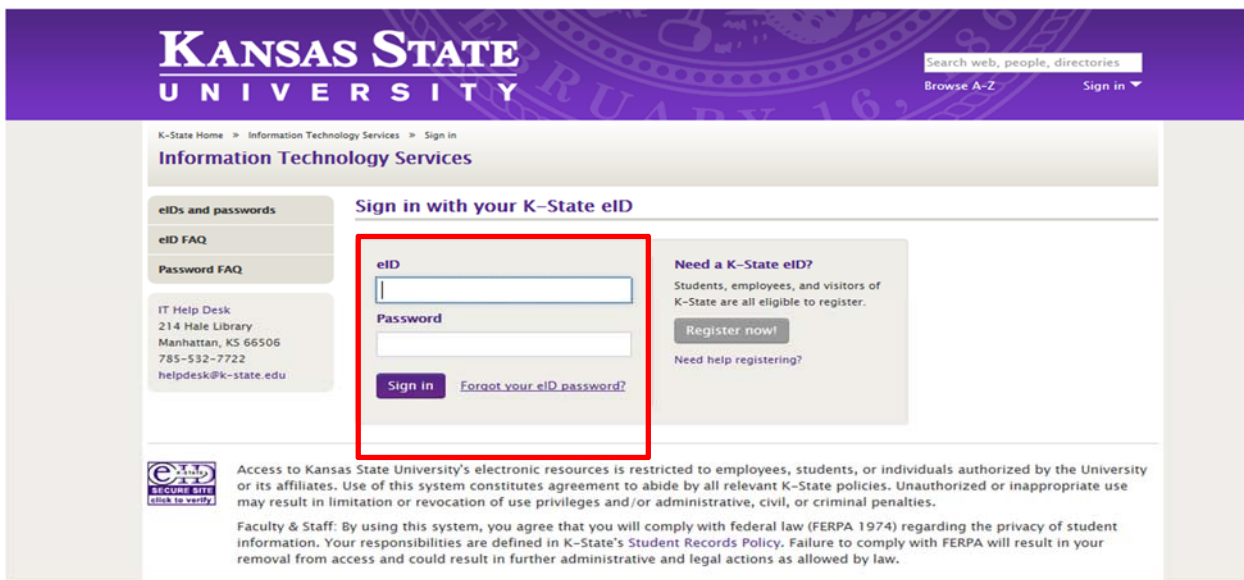


# Urgent Processing (UP) Paper Transcripts for Priority Delivery (Former Students that Attended Fall 2008 or After)

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.



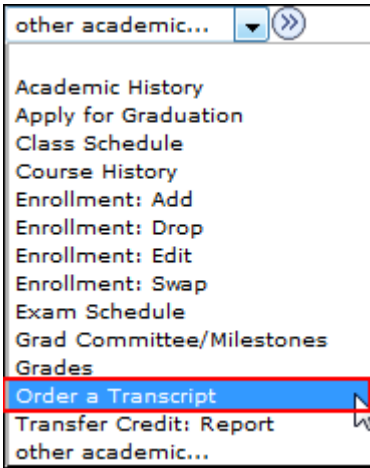
3. Log into KSIS.



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

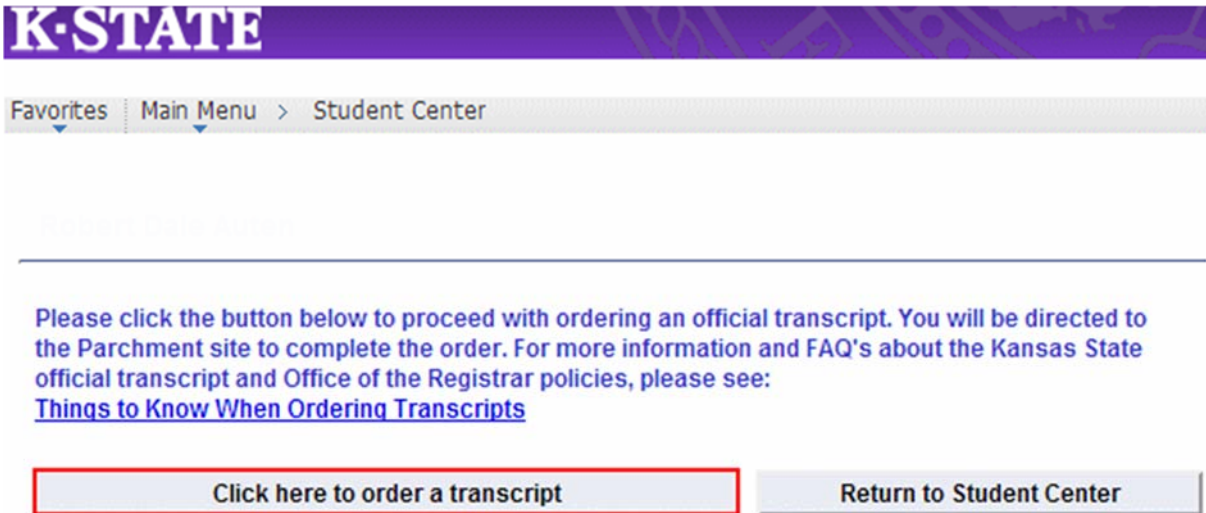
KSIS Links
<a href="#">Student Center</a>
<a href="#">View My Holds</a>
<a href="#">My Class Schedule</a>

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](#).*

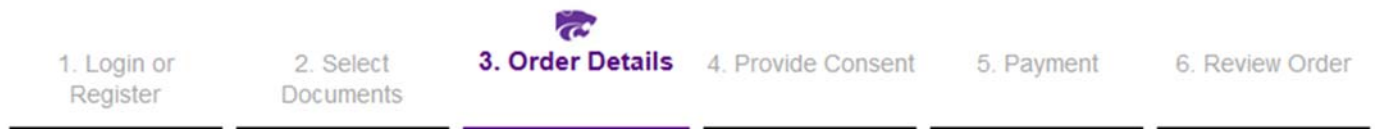
8. If this is your first time ordering, verify all contact and address information and then click **Submit**.

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

	<b>Urgent Processing Paper Transcript (Former Students)</b>	<b>\$25.00</b>
	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](#).

11. The Urgent Processing Paper Transcript (Former Students) order form will appear.

**Address**

Mailing Name: *	<input type="text"/>
	<i>(Institution, Building, Person, etc.)</i>
Mailing Country: *	United States <input type="button" value="v"/>
Mailing Address 1: *	<input type="text"/>
	<i>(Extra information use Mailing Address 2 and 3)</i>
Mailing Address 2:	<input type="text"/>
Mailing Address 3:	<input type="text"/>
Mailing City: *	<input type="text"/>
	<i>*(Military Addresses: enter APO, DPO, or FPO)</i>
Mailing State: *	Please select ... <input type="button" value="v"/>
Mailing Postal Code: *	<input type="text"/>


**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"/>
Mailing Method	US Postal Priority Flat Rate \$: <input type="button" value="v"/>
Attachment	<input type="button" value="Browse..."/> No file selected. Optional: Upload supporting documentation
Special Instructions (Optional)	<input type="text"/>
Purpose for Transcript (Optional)	-- <input type="button" value="v"/>
Quantity:	<input type="text" value="1"/> * (Max: 5)

12. Enter the recipient's name and mailing address.
13. Select the **Mailing Method (US Postal Priority or Priority Mail International)** from the drop down. Enter the **Quantity** of transcripts to send to this recipient. **Note:** Some mailing method options will incur additional costs.
14. If you have attachments, upload in the **Attachment Field**. ([How to add an attachment to a transcript](#))
15. Enter special instructions you might have in the **Special Instructions Field**; i.e. recipient phone number for priority mail.
16. Enter the quantity of transcripts to send to this recipient.
17. Click **Continue**.
18. Verify the charges and the recipient information are correct, and then click **Checkout**.
19. Read about your FERPA rights, check the box, "I Accept", and then click **Next**.
20. Verify the payment and billing information, and then click **Next**.
21. Re-verify all billing, recipient, and charge information, and then click **Confirm**.
22. Enter your credit card information and click only once. Processing the credit card information can take several minutes.
23. 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!



**LIVE DEMO!**

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

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