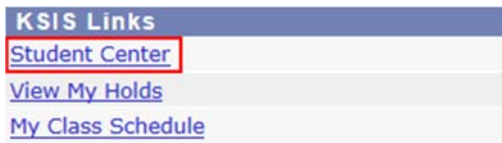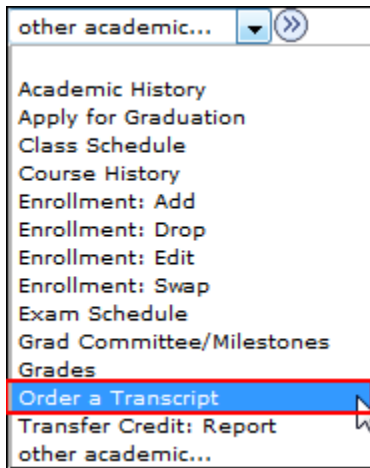**Order Transcripts for AMCAS Electronic Delivery – Current Student**
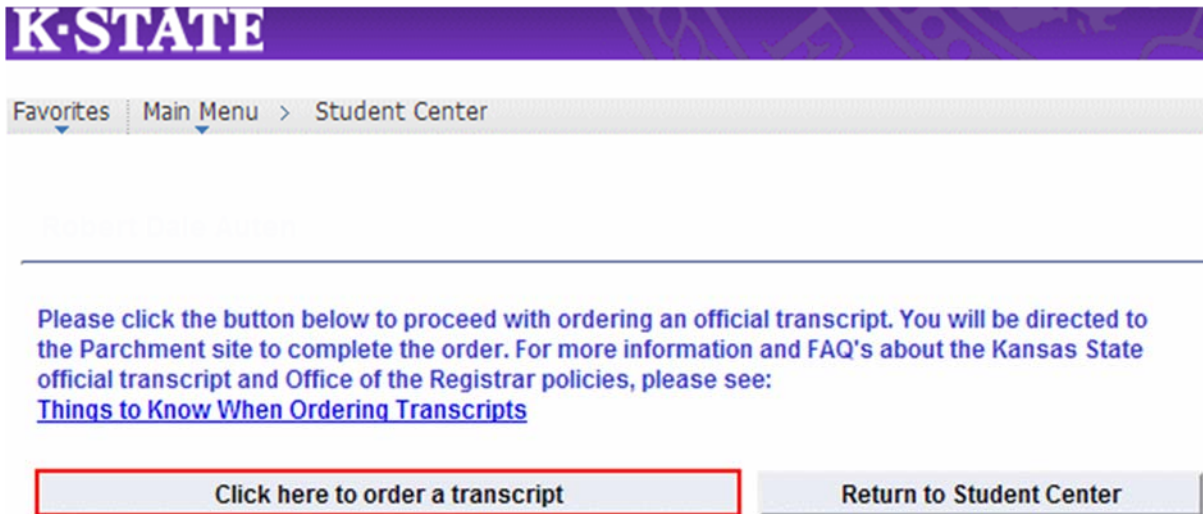
1. From the KSIS Home Page, to the right, in the **KSIS Links** box, click **Student Center**.

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

3. Click the **Go** button. This takes you to the transcript landing page in KSIS. Click the **Click here to order a transcript** button.

NOTE: This will take 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. Click HERE for steps on disabling common pop-up blockers.

4. 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 address information. You must contact the Office of the Registrar to change name information. Changing contact and address information on this transcript portal does NOT change the information in KSIS.

5. Read the information regarding the transcript ordering process, and then click on the blue **Order Now!**
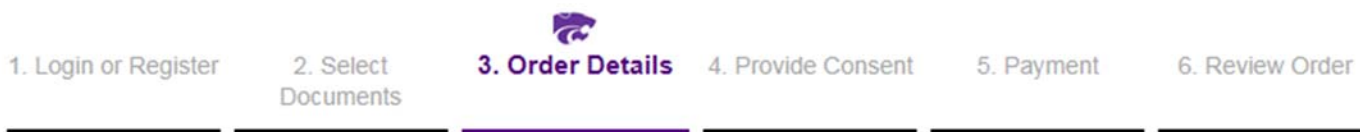6. From the list of **Official Transcripts**, select **AMCAS eTranscript (Current Student)**.

AMCAS eTranscript (Current Student)

Order a secure, certified PDF of your Official Kansas State University Transcript, offering fastest delivery available directly to AMCAS (American Medical College Application Service). Be sure to...

$0.00

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). 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.
- **CURRENT STUDENTS ORDER DEADLINE is 14 days after the term ends (14 days from last day of finals) for students who will graduate or will not continue enrollment. After that date, former student transcript fees will apply. Refer to the Academic Calendar for exact date. If you are graduating choose the processing time of "Hold for Degree" to ensure any degrees earned will be included on the transcript.**
- 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.

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** | Hold for Degree
	Holds are for current term only
Degree Type	[_____ ▼]
Recipient Name*	AMCAS
	*Required
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]

11. Click **CONTINUE** and confirm your AAMC ID and AAMC Transcript ID.
12. Verify the charges and the recipient information, and then click **Checkout**.
13. **Read** about your FERPA rights and then click **Next**.
14. Verify the payment and billing information, and then click **Next**.
15. Re-verify all billing, recipient, and charge information, and then click **Confirm**.
16. 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)

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

17. An email confirmation of the order is sent.