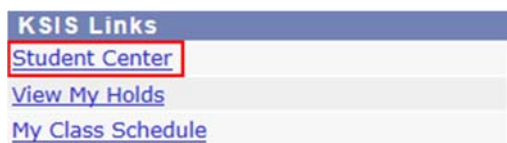
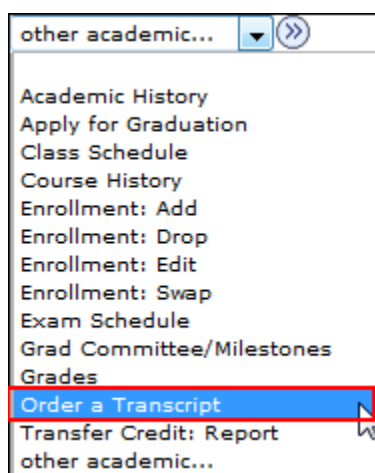


Order Urgent Processing (UP) Paper Transcripts for Priority Mail Delivery – Current Students

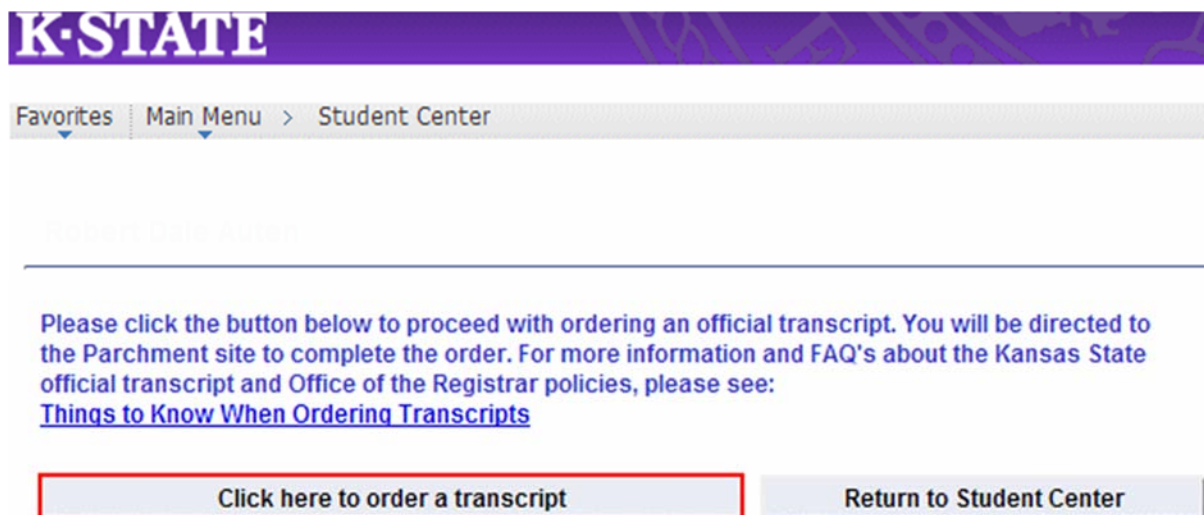
1. From the KSIS Home Page, to the right, in the **KSIS Links** box, click **Student Center**.



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

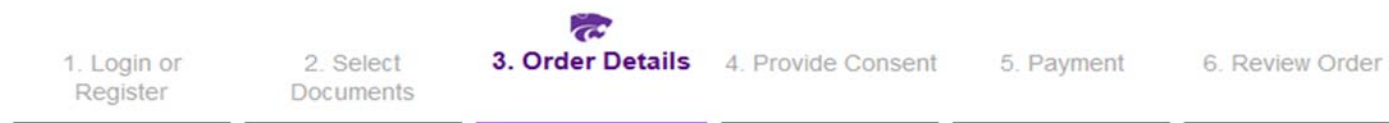


Urgent Processing Paper Transcript (Current Students)

\$10.00

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. 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:

- 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.
- FedEx delivery requires a physical address and phone number as they will not deliver to P.O Boxes or if the telephone number is not provided.
- **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.
- **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 dates.**
- If you are graduating, choose the processing time of "Hold for Degree" to ensure any degrees earned will be included on the transcript. Urgent Processing is not available on "Hold for Degree" orders.
- For additional information regarding transcript ordering, click [here](#).

7. The Urgent Processing Paper Transcript (Current Students) order form will appear.

Address

Mailing Name: *	<input type="text"/>
	<i>(Institution, Building, Person, etc.)</i>
Mailing Country: *	<input type="text" value="United States"/>
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: *	<input type="text" value="Please select ..."/>
Mailing Postal Code: *	<input type="text"/>

8. Enter the recipient's name and mailing address.

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	<input type="text" value="US Postal Priority Flat Rate \$"/>
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="text" value="--"/>
Quantity:	<input type="text" value="1"/> * (Max: 5)

Add Another Item

Continue

9. The Processing of Urgent Processing defaults as well as All Other Colleges as the degree type. Degree type for this ordering option does not impact the processing.
10. Select the **Mailing Method** (US Postal Priority \$8.00 or Priority Mail International \$30.00 from the drop down box) **NOTE: Some Mailing Method options will incur additional costs. (i.e. Priority and FedEx).**
11. If you have attachments, upload in the **Attachment Field**. ([How to add an attachment to a transcript](#))
12. Enter special instructions you might have in the **Special Instructions Field**; i.e. recipient phone number for priority mail.
13. Enter the quantity of transcripts to send to this recipient.
14. Click **Continue**.
15. Verify the charges and the recipient information are correct, and then click **Checkout**.
16. Read about your FERPA rights and then click **Next**.
17. Verify the payment and billing information, and then click **Next**.
18. Re-verify all billing, recipient, and charge information, and then click **Confirm**.
19. Enter your credit card information and click only once. Processing the credit card information can take several minutes.
20. 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

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