Order Transcripts in KSIS Hold for Pick-Up Delivery
Former Student Attended Fall 2008 and After, but Not a Current Student

Former students can order paper transcripts for hold for pick-up in KSIS using the following steps:

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

1. Log into **KSIS** with your eID and password.

2. From the Student Homepage in KSIS, click the **Other Academics** tile.

   ![KSIS Sign In](image)

3. On the left, click on **Order a Transcript/Diploma**
4. This takes you to the Document landing page in KSIS shown below. Click the **Click Here to Order Your Document(s)** button.

NOTE: This will take you to the Parchment 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.

5. From the University Ordering Portal landing page, click the blue **Order Now!** button.

6. Select the document type you want to order; **Transcript.**

7. Click on the **blue link** under the search box to View all Ordering Options where you can **Send to Yourself, Another Individual or Third Party.**

8. From the list of **Product Type**, select Paper Transcript Hold for Pick-Up (Former Student).
9. Review the ordering details and ordering notes.

Product Description

Official Kansas State University Transcript. Transcripts ordered Hold for Pick-Up will be processed in two to three business days. During periods of high volume, however, it may take significantly longer to process orders. 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 pickup two 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 for Kansas State Polytechnic students, Registrar’s Office in Salina, 208 College Center. Transcripts will only be released to the recipient named on the order upon showing a photo ID.

Ordering Notes:

- Transcript requests will not be processed for students with financial obligations to the University and/or transcript hold. Please Note: If you have a hold that precludes the processing of your transcript order, the order will be cancelled and you will receive an email stating who to contact regarding the hold. Once the hold has been resolved you may place a new transcript order to be processed; applicable fees will apply.
- Hold for Pick-Up transcripts will only be held for 45 days. After 45 days, transcripts will be destroyed and a new order will need to be placed; applicable fees will apply.
- For additional information regarding transcript ordering, click here.

10. For Hold for Pick-Up, you must provide the following information
   1. Select Degree Type.
   2. Recipient’s Name (name of person picking up the transcript).
   3. Select Purpose for Request
   4. Enter Quantity.

Optional items of Special Instructions and Add Another Item can be selected as applicable. Click Continue.

Order Options

Processing Time

"Now" = 1-3 business Days

Degree Type*

Recipient Name*

Required

Special Instructions (Optional)

Purpose for Request *

Quantity: 1 (Max: 10)

Add Another Item

Continue
11. Review your shopping cart contents. If the contents in your cart are correct, click **Checkout**. If contents in your cart are not correct, Click **Remove** and **Update Shopping Cart**. To add additional items, click **Continue Shopping**.

Your Shopping Cart Contents

<table>
<thead>
<tr>
<th>Qty</th>
<th>Document Name</th>
<th>Unit</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Paper Transcript Hold for Pick-Up (Former Students)</td>
<td>$15.00</td>
<td>$15.00</td>
</tr>
</tbody>
</table>

Processing Time - Now
Degree Type - All Other Colleges
Recipient Name - Willie Wildcat
Document Date - 08/27/2019 12:25:39

Sub-Total: $15.00

12. Read about your FERPA rights, and then click **Next**.

Consent Received

**FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT OF 1974 (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. FERPA dictates that University staff members may not share any information, other than directory information, with anyone outside of the University system. This includes, but is not limited to, information about grades, disciplinary history and action, health concerns, and the balance in your accounts. Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, student status, curriculum, date and place of birth, honors and awards, dates of attendance, degrees and dates awarded, and height and weight of team members. Exceptions to this Act are allowed in life-threatening situations. University administrators within the University system may share information about students based on legitimate educational need.

By proceeding through the checkout and clicking **Next**, you (the student) are providing consent to release your transcript and to receive e-mail notifications regarding your order. In compliance with the Family Education Rights and Privacy Act of 1974, all transcript requests MUST BE MADE BY THE STUDENT; no requests can or will be accepted from a third party (including parents). It is the responsibility of the student to assist in their own privacy protection by not allowing access of their educational records to others, including the release of their university personal identification numbers, student ID or SSN, computer login usernames and passwords, etc.

Please visit the [U.S. Department of Education's website](https://www.ed.gov) for further information regarding FERPA.

Next
13. Review your billing address. Click **Change Billing Address** if you need to update your billing address. Click **Next**.

14. Confirm your billing information.

15. Confirm your order, click **Confirm**.
16. Enter payment information; **Credit Card Number** without spaces or dashes and expiration date (mmyy), then click **Pay Now**. Do not double-click the Pay Now button. A circle will spin around for a few seconds while order is processing.
17. A confirmation of your order appears. Click **Log Off.**