Order Transcripts in KSIS for Priority Delivery
Former Student Attended Fall 2008 and After, but Not a Current Student

Former students can order paper transcripts for priority delivery 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.

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.

![Document landing page](image)

**NOTE:** Official transcripts and duplicate/replacement diplomas are ordered by clicking the button below. You will be directed to the Parchment site where you can select your preferred document(s) to complete the ordering process. For more information and FAQ’s about ordering your transcript, please see: [Things to Know When Ordering Transcripts](#).

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

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

   ![Select Document](image)

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.**

   ![Ordering Options](image)
8. From the list of **Product Type**, select Paper Transcript (Former Students).

![Paper Transcript (Former Students)](image)

Official Kansas State University Transcript. Transcript orders are usually processed between two and three days after the Registrar’s Office receives the order. During periods of high volume,…

9. Review the **Delivery Options, Fees, and Instructions** for ordering details.

**Product Description**

Official Kansas State University Transcript. Transcript requests are usually processed between two and three days after the Registrar's Office receives the request. During periods of high volume, however, it may take significantly longer to process transcript orders. Email status updates are sent when a transcript order has been placed and when the order has been processed.

**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

10. Enter the recipient’s (who you are sending the transcript to) name and address. See example below. Click **Continue**. The address will be validated and the order options will then be displayed.

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**Address**

- **Mailing Name:** Willie Wildcat
- **Mailing Country:** United States
- **Mailing Address 1:** 118 Anderson Hall
- **Mailing City:** Manhattan
- **Mailing State:** Kansas
- **Mailing Postal Code:** 66506

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**Valid address:** This address has been validated. Please continue.
11. For Priority delivery, you must provide the following information:
   1. Select Degree Type.
   2. Select Mailing Method Priority.
   3. Select Purpose for Request.
   4. Enter Quantity.

Optional items of Attachment, Special Instructions and Add Another Item can be selected as applicable. Attachments that need the Office of the Registrar to provide additional information should only be ordered for paper delivery. Click Continue.
12. 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](image)

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

![Consent Received](image)

**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 website](https://www.ed.gov) for further information regarding FERPA.
14. Review your billing address. Click **Change Billing Address** if you need to update your billing address. Click **Next**.

15. Confirm your billing information.

**Confirm Your Billing Info:**

**Billing Address:** (*Must match the address associated with your credit card*)

16. Confirm your order, click **Confirm**.

**Confirm Your Document Request:**

<table>
<thead>
<tr>
<th>Document Name</th>
<th>Qty.</th>
<th>Unit Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paper Transcript (Former Students)</td>
<td>1</td>
<td>$15.00</td>
<td>$15.00</td>
</tr>
<tr>
<td>Processing Time - Now</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Degree Type - All Other Colleges</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Mailing Method - US Postal Priority Flat Rate</td>
<td></td>
<td></td>
<td>+$8.00</td>
</tr>
<tr>
<td>Document Date - 08/27/2019 9:24:40</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Purpose For Request - Other</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ship To: Willie Wildcat</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>118 Anderson Hall</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Manhattan, Kansas 66506-0100</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>United States</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td><strong>Sub-Total:</strong> $23.00</td>
<td></td>
<td></td>
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<tr>
<td><strong>Total:</strong> $23.00</td>
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</tr>
</tbody>
</table>

Note - If the email address of the recipient is a member of the Parchment Exchange network, Parchment will deliver to their Parchment Receive inbox instead of their email address, according to their preference.
17. 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.

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Invoice Number:</td>
<td>1011794-247569</td>
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<tr>
<td>Description: Kansas State University Document Request - powered by Parchment Exchange Authentic Document Delivery Service</td>
<td></td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td>$23.00 (USD)</td>
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</table>

<table>
<thead>
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<th>Payment Information</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Card Number:</td>
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</tr>
<tr>
<td>* (enter number without spaces or dashes)</td>
<td></td>
</tr>
<tr>
<td>Expiration Date:</td>
<td></td>
</tr>
<tr>
<td>* (mmyy)</td>
<td></td>
</tr>
</tbody>
</table>

**Billing Information**

Please do not "double-click" the Submit button. Doing so will produce an error.
18. A confirmation of your order appears. Click **Log Off**.