Order Transcripts for Urgent Processing USPS Delivery
Former Student Attended Before Fall 2008

1. Helpful information can be found at: [Things to Know When Ordering a Transcript](#)

2. Order a Transcript using this link to the Kansas State University Portal: [Order Transcript Here](#)

3. New users create an account to log-in. Returning users log-in using your email address and password. If your email has changed from when you created your account, email ksutrans@ksu.edu for assistance.

For expedited transcript processing, Urgent Processing (UP) is available as a storefront option that will provide next business day processing for an additional fee of $10.00 per order. UP may be added to any United States Postal Service (USPS) mail, Hold for Pick-Up, Priority, or Federal Express transcript orders, but is not available for diploma orders.

**Current students** should log into KSIS to order transcripts. If you are a currently enrolled student and create a new account, you will be charged a fee for ordering transcripts through the Parchment ordering portal.

**Former students** that have not previously created a transcript ordering account will need to register by creating a new account; the student ID prior to 2008 was the SSN. If you have already registered, please use your email and password to log in at the top and click Sign In.

**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.
4. To create an account enter your personal information, noting required fields and formats designated with a red asterisk (*) and/or description of the format required. After entering your information, then check the “I’m not a robot” box and following the security prompts on the screen. When finished, click Submit.
5. Once your account is created or you are logged in, a window will pop up welcoming you to the Transcript Ordering Portal. Click on the blue **Order Now!**

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 Urgent Processing Paper Transcript (Former Student).

From the list of Product Type, select Urgent Processing Paper Transcript (Former Student).

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

**Product Description**

Official Kansas State University Transcript. Transcript requests are usually processed between one to three business days after the Office of the Registrar receives the request. During periods of high volume, however, it may take significantly longer to process your transcript request. You will receive status updates via e-mail when your transcript request has been received 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.

   **Address**

   | Mailing Name: * | Willie Wildcat |
   | Mailing Country: * | United States |
   | Mailing Address 1: * | 118 Anderson Hall |
   | Mailing Address 2: | |
   | Mailing Address 3: | |
   | Mailing City: * | Manhattan |
   | Mailing State: * | Kansas |
   | Mailing Postal Code: * | 66504 |

   **Valid address:** This address has been validated. Please continue.
11. For USPS delivery, you must provide the following information:

1. Urgent Processing Time, Processing Time and Degree Type are hard coded for this ordering option.
2. Select Mailing Method USPS.
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**.

13. Read about your FERPA rights, and then click **Next**.
14. Review your billing address. Click **Change Billing Address** if you need to update your billing address. Click **Next**.

Payment Method

After confirming your order on the next page, you will be sent to Authorize.NET's Secure Checkout site to process your Credit Card payment.

*Note: When payment is made with a credit card, the order will appear as “Parchment” on the credit card statement.*

Billing Address:

Your billing address is shown below. The billing address should match the address on your credit card statement. You can change the billing address by clicking the **Change Address** button.

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>Urgent Processing Paper Transcript (Former Students)</td>
<td>1</td>
<td>$25.00</td>
<td>$25.00</td>
</tr>
<tr>
<td><strong>Urgent Processing</strong> - Yes</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Processing Time</strong> - Now</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Degree Type</strong> - All Other Colleges</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Mailing Method</strong> - Standard (USPS)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Document Date</strong> - 08/28/2019 13:58:55</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Purpose For Request</strong> - 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>
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<tr>
<td>United States</td>
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</tbody>
</table>

Sub-Total: $25.00

Total: $25.00

*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.

**Order Information**

* Required Fields

**Invoice Number:** 1011794-830912

**Description:** Kansas State University Document Request - powered by Parchment Exchange Authentic Document Delivery Service

**Total:** $25.00 (USD)

**Payment Information**

- **Card Number:**
- **Expiration Date:**

(enter number without spaces or dashes)

(mmyy)

**Billing Information**

Please do not "double-click" the Submit button. Doing so will produce an error.

**Pay Now**
18. A confirmation of your order appears. Click **Log Off**.