Order Transcripts for 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.
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 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 and three days after the Registrar’s Office 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 City:** Manhattan
- **Mailing State:** Kansas
- **Mailing Postal Code:** 66506

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

![Shopping Cart Content]

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

![Consent Information]

**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 Educations website for further information regarding FERPA.
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**.
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.

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**Order Information**

* Required Fields

**Invoice Number:** 4855349-929684

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

**Total:** $15.00 (USD)

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**Payment Information**

Card Number: [ ] *(enter number without spaces or dashes)*

Expiration Date: [ ] *(mmyy)*

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**Billing Information**

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

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**Authorize.Net**

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