Order Transcripts for FedEx Delivery

Students can order transcripts for FedEx delivery in KSIS using the following steps:

1. Log into **KSIS** with your eID and password.
2. From the Student Homepage in KSIS, click the **Other Academics** tile.

   ![Order a Transcript/Diploma](image)

3. On the left, click on **Order a Transcript/Diploma**

   ![Order a Transcript/Diploma](image)

4. This takes you to the Document landing page in KSIS shown below. Click the **Click Here to Order Your Document(s)** button.

   ![Click Here to Order Your Document(s)](image)

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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](#)
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!]

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 (Current 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 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. Click **Continue**. The address will be validated and the order options will then be displayed.

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

1. Enter Phone Number of the recipient.
2. Select Processing Time.
3. Select Degree Type.
4. Select Mailing Method FedEx (US services or International services).
5. Select Purpose for Request.
6. 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**.

### Order Options

<p>| | | | | | | | | | |</p>
<table>
<thead>
<tr>
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<tr>
<td>1</td>
<td></td>
<td>Phone Number</td>
<td>123-456-7890</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>2</td>
<td></td>
<td>Processing Time</td>
<td><img src="Now" alt="Select a processing time: defaults to green Now" /></td>
<td>Hold for Degree</td>
<td></td>
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<td></td>
<td></td>
<td>&quot;Now&quot; = 1-3 business days. Holds are for current term only.</td>
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<tr>
<td>3</td>
<td></td>
<td>Degree Type</td>
<td></td>
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<td></td>
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<td></td>
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<tr>
<td>4</td>
<td></td>
<td>Mailing Method</td>
<td>Select One</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Standard (USPS)</td>
<td>US Postal Priority Flat Rate $8.00</td>
<td>FedEx Express® U.S. services $25.00</td>
<td>FedEx Express® international services $40.00</td>
<td>Priority Mail International $30.00</td>
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<tr>
<td></td>
<td></td>
<td>Attachment</td>
<td>Optional: Upload supporting documentation</td>
<td></td>
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<td>5</td>
<td></td>
<td>Purpose for Request</td>
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<tr>
<td>6</td>
<td></td>
<td>Quantity</td>
<td>1 (Max: 5)</td>
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**Add Another Item**

- Apply for undergraduate admission
- Transfer to another undergraduate institution
- Apply for graduate admission
- Transfer to another graduate institution
- Employment
- Licensing/certification
- Scholarship/fellowship
- Graduate admissions testing (ex: MCAT, LSAT)
- Study abroad or summer school
- Internship
- Military
- Personal use
- Transfer to another high school
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 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 (Current Students)</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

**Processing Time - Now**  
**Degree Type** - All Other Colleges  
**Mailing Method** - FedEx Express® U.S. services  
**Document Date** - 05/17/2019 11:38:18

**Ship To:**  
Willie Wildcat  
118 Anderson Hall  
Manhattan, Kansas 66506-0100  
United States

Sub-Total: $25.00

13. Give consent to release your record by clicking **Next**.

![Consent Form]

**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 for further information regarding FERPA.

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>
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<tr>
<td>Paper Transcript (Current Students)</td>
<td>1</td>
<td>$0.00</td>
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<td>Processing Time - Now</td>
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<tr>
<td>Degree Type - All Other Colleges</td>
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<td></td>
<td></td>
</tr>
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<td>Mailing Method - FedEx Express U.S. services</td>
<td></td>
<td>+$25.00</td>
<td></td>
</tr>
<tr>
<td>Document Date - 05/17/2019 11:38:18</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Purpose For Request - Personal use</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ship To: Willie Wildcat</td>
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<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>
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<tr>
<td>United States</td>
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</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**: 4855349-177712

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

**Total**: $25.00 (USD)

**Payment Information**

**Card Number**: [Redacted]

(enter number without spaces or dashes)

**Expiration Date**: [Redacted]

(mmyy)

**Billing Information**

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

**Authorize.Net**

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