Order Transcripts Urgent Processing Hold for Pick-Up - Current Student

Current students can order transcripts Urgent Processing Hold for Pick-Up 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.

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.

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 Hold for Pick-Up (Current 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 pick-up two hours after receiving this email notification. Pick-up times are Monday - Friday, 8:00 a.m. - 5:00 p.m. in 110 Anderson Hall, Manhattan, KS, or for Kansas State Polytechnic students, Registrar’s Office in Salina, 200 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 Pick-Up delivery, you must provide the following information:

1. Select Degree Type.
2. Enter a Recipient Name (name of person picking up the transcript).
3. Select Purpose for Request.
4. Enter Quantity. Click **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>Urgent Processing Paper Transcript - Pick-Up (Current Students)</td>
<td>$10.00</td>
<td>$10.00</td>
</tr>
</tbody>
</table>

Urgent Processing - Yes  
Processing Time - Now  
Degree Type - All Other Colleges  
Recipient Name - Willie Wildcat  
Document Date - 05/23/2019 12:43:11

Sub-Total: $10.00

12. Give consent to release your record by clicking **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 Educations website for further information regarding FERPA.
13. Review your billing address. Click **Change Billing Address** if you need to update your billing address. Click **Next**.

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

14. Confirm your billing information.

Confirm Your Billing Info:

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.

<table>
<thead>
<tr>
<th>Order Information</th>
<th>* Required Fields</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description: ksu Document Request - powered by Parchment Exchange Authentnic Document Delivery Service</td>
<td>Invoice Number: 12079277-379279</td>
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<tr>
<td></td>
<td><strong>Total</strong>: $10.00 (USD)</td>
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<table>
<thead>
<tr>
<th>Payment Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Card Number: [Enter number without spaces or dashes]</td>
</tr>
<tr>
<td>Expiration Date: [mmyy]</td>
</tr>
</tbody>
</table>

Billing Information

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