Order Transcripts in KSIS for USPS Delivery

Students can order transcripts USPS 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.
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 (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.

**Address**

- Mailing Name: *
- Mailing Country: *
- Mailing Address 1: *
- Mailing Address 2: *
- Mailing Address 3: *
- Mailing City: *
- Mailing State: *
- Mailing Postal Code: *

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

1. Select Processing Time.
2. Select Degree Type.
3. Select Mailing Method USPS.
4. Select Purpose for Request.
5. 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

Select a processing time: defaults to green Now

Select Degree Type

Select Mailing Method

Select Attachment

Select Purpose for Request

Select Quantity

Add Another Item

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

<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** - Standard (USPS)  
**Document Date** - 05/21/2019 7:06:23  

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

**Sub-Total**: $0.00

13. 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 actions, 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 Edcuations website for further information regarding FERPA

Next
14. 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 (Current Students)</td>
<td>1</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

**Processing Time:** Now  
**Degree Type:** All Other Colleges  
**Mailing Method:** Standard (USPS)  
**Document Date:** 05/21/2019 7:06:23  
**Purpose For Request:** Apply for graduate admission  
**Ship To:** Willie Wildcat  
118 Anderson Hall  
Manhattan, Kansas 66506-0100  
United States

Sub-Total: $0.00  
Total: $0.00

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.

15. A confirmation of your order appears. Click **Log Off**.