

# UMKC Transcript Ordering Center

## Ordering a Transcript

1. Navigate to the Student Center in Pathway and select Official Transcript.

Favorites Main Menu > Self Service > Student Center

### Student Center

**Academics**

[Grades](#)  
[Search](#)  
[Enroll](#)  
[My Academics](#)  
[Request Degree Audit](#)  
[Transcript Audit Trail](#)  
[Cert Letter Audit Trail](#)

**You are not enrolled in classes.**  
enrollment shopping cart ▶

other academic... ▼

- Academic Standing
- Apply for Graduation
- Class Schedule
- Degree Progress
- Enrollment Verifications
- Enrollment: Add
- Enrollment: Drop
- Enrollment: Edit
- Enrollment: Swap
- Final Exam Schedule
- Grades
- Official Transcript** ←
- Transfer Credit Evaluation
- Transfer Credit: Report
- Unofficial Transcript
- other academic...

**You have no outstanding charges at this time.**  
make a payment ▶

2. This will take you to the National Student Clearinghouse ordering site for UMKC.

Favorites Main Menu > Self Service > Student Center > Request a Transcript


Student ID: [REDACTED] Name: [REDACTED]

Official transcript ordering and fulfillment is handled by the National Student Clearinghouse (NSC). Please click on the link below to go to the National Student Clearinghouse website to place your official transcript order.

[Go to NSC Website to place your order](#)

3. Once on the site you are given 2 options. You can start a new request to track an existing request.
4. To place an order you will click the start button.

**Transcript Ordering Center**



[Accessibility](#) [Help](#) [Log Out](#)

### Welcome to Transcript Ordering

Welcome to the transcript ordering system for the University of Missouri – Kansas City (UMKC). Each transcript has a base fee of \$15; additional fees may apply based on your delivery selection.

Please Note:

- Under processing option, if you select "After Grades are Posted" or "After Degree is Awarded", the request will not be processed until all your final grades are posted or your degree has been awarded. Also, you will need to specify which term grades or degree you want the transcript held by entering Spring, Summer, or Fall and the year.
- Under delivery method, if you need to have your transcript signed by a Notary Public, you will need to select "Hold for Pickup" and attach the UMKC Transcript Notary Service Request Form. Click [HERE](#) to download that form now.

If you have questions about information included on your transcript, please visit <https://www.umkc.edu/registrar/records/transcripts.asp>.

You can pay for your transcript order, if a cost is involved, with any major credit or debit card. Your credit or debit card is not charged until your school sends your transcript(s). However, if you use a debit card, your bank may put a hold on your funds when we pre-authorize your payment. If you have questions on the pre-authorization, please contact your bank. Order updates will be sent to you via email and, if you choose, text messages. You can also track your transcript order online.

**The following may be required to order a transcript online:**

- ✓ A major credit or debit card
- ✓ An email account
- ✓ Your signed consent

**Start** ←

Questions? Check [FAQs and Transcript Ordering Help \(select here\)](#).

#### Track Your Order

Your Transcript Order #:  
 [Help](#)

Your Email Address:  
 [▶](#)

Enter the transcript order number sent to you in your order confirmation email and the email address you used to place the order.

- You will be requested to fill out information about yourself. You must enter either your UMKC student ID number or your social security number.
- Click next to continue the ordering process.




### Enter Your Personal Information

Items marked with \* are required.

#### Enter Your Information

##### Current Name:

\* First Name:   
Middle Name:   
\* Last Name:   
\* Date of Birth:    
mm/dd/yyyy (with or without slashes)

##### Name While Attending School:

(if different from current name)

First Name:   
Middle Name:   
Last Name:

Your school requires one or the other of the following personal identifiers.

Student ID:  Confirm Student ID:   
Social Security Number:  Confirm Social Security Number:   
You can enter the SSN either with or without dashes.  
Example: 123-45-6789 or 123456789

#### Contact Information

Please enter a phone number where we can reach you if there are questions about your transcript order. Your email address will be used to send you your order confirmation and order status alerts. The National Student Clearinghouse will not use your contact information for commercial solicitations.

\* Phone Number:   
For international phone numbers, include the country and area/city codes (e.g., 44-202-12345678)  
\* Email:   
\* Confirm Email:   
\* Did you attend University of Missouri - Columbia prior to 1975?  Yes  No

[Next](#) [Cancel Order](#)

- You will then be asked to enter your current mailing address.
- This page also asks the user if they are current students or when they approximately attended school.

**Enter Personal Info**    Select Recipient    Enter Recipient Details    Review Order    Enter Payment Info    Sign Consent

### Additional Information

Items marked with \* are required.

**Contact Information**

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Your school would like you to provide the following additional contact information to assist them in fulfilling your request.

\* Street Address:   
Street number and Street name or PO Box

Additional Address:   
Campus Box, Building, Floor, Apt., Suite

\* City:

\* State/Province /Region:

If the address is outside the US, US territories, or Canada, select 'International'.

\* ZIP/Postal Code:   
If no ZIP or Postal Code is required, enter 'N/A'.

Country:

I authorize my school to update its records using the address and contact information above, but acknowledge that this authorization does not serve as official notification of changes to this information to my school.

**Enrollment/Degree Information**

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\*Are you currently enrolled at University of Missouri-Kansas City?     Yes     No

[Next](#)    [Cancel Order](#)

**System Messages**

**Alert :** The site you have accessed is for testing purposes only. Any transcript requests made through this site will NOT be processed!

**Enter Personal Info**    Select Recipient    Enter Recipient Details    Review Order    Enter Payment Info    Sign Consent

### Additional Information

Items marked with \* are required.

**Enrollment/Degree Information**

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\*Are you currently enrolled at University of Missouri-Columbia?     Yes     No

\* Approximate Years of Attendance at University of Missouri-Columbia:       

[Next](#)    [Cancel Order](#)

9. Advancing to the next screen starts the process of identifying the recipient of the transcript.

**System Messages**  
! Alert : The site you have accessed is for testing purposes only. Any transcript requests made through this site will NOT be processed!



### Select Recipient

Items marked with \* are required.

#### Select A Recipient Type

- \* Who will be the recipient of your transcript?
  - College or university  
I want my transcript to be sent to a college or university.
  - Educational organization (other than a school)  
I want my transcript to be sent to an educational organization such as LSAC or AMCAS.
  - Business or individual (other than myself)  
I want my transcript to be sent to a business or individual.
  - Me  
I want my transcript to be sent to me or to pick it up in person.

10. This same page also has the FERPA Compliance selection.

#### FERPA Compliance

According to the Family Educational Rights and Privacy Act (FERPA), in certain instances, schools must obtain the student's permission in order to release information from his or her educational records. To determine whether and what type of a consent form is required, please answer the following question.

\* Who is the intended recipient of your transcript?

11. The next screen identifies the recipient of the transcript.

12. The person who places the order must select the name they want to appear on the transcript.



### Enter Recipient Details

Items marked with \* are required.

#### Recipient

\* Name of Recipient:

#### Transcript Type And Purpose

\* Transcript Type:

#### Delivery Options

13. Next the person will select the delivery method.

Enter Recipient Details

Items marked with \* are required.

**Recipient**

\* Name of Recipient: TESTER MCTESTERTON

**Transcript Type And Purpose**

\* Transcript Type: Preferred name displayed on transcript.

**Delivery Options**

\* Delivery Method: Select

- Select
- Mail/United States
- Express/International - \$45.00
- Express/Canada & Mexico - \$35.00
- Express/United States - \$20.00

\* Processing Option: Hold for Pickup

You must have read the delivery method information above.

14. The user will have to confirm the delivery method and select the quantity of transcripts requested.

\* Quantity: Select

- Select
- 1 copy = \$17.25
- 2 copies = \$32.25
- 3 copies = \$47.25
- 4 copies = \$62.25
- 5 copies = \$77.25
- 6 copies = \$92.25
- 7 copies = \$107.25
- 8 copies = \$122.25
- 9 copies = \$137.25
- 10 copies = \$152.25

Checking this box confirms you have read the delivery method information above.

The total fees will be displayed in the order summary.

15. The user is given the ability to upload documentation to be delivered with the transcript. There is a limit of three attachments and rules about how the document must be named.

Upload Documents

**Reminder:**

- Number of document(s) permitted per recipient: 3
- Supported format(s): PDF, DOC, DOCX, JPG, JPEG
- Maximum file name size: 64 characters

File name(s): Permits alpha numeric characters and non-consecutive periods, dashes, underscore and spaces

Additional Documents:

Browse... No files selected.

The National Student Clearinghouse is committed to making its Web site accessible to the widest possible audience, including individuals with disabilities. If you use assistive technology (e.g., screen reader, eye tracking device, voice recognition software, etc.) and experience difficulty uploading additional documents, please contact the school from which you are requesting a transcript for assistance with supplying the documents via an alternative method.

Upload Cancel

16. There is also a processing timeframe where the user will select when they would like their transcript request processed. Selecting anything other than "Now" will prompt the user to enter a Term and Year for the processing option.
17. The terms must be spelled out fully as either Spring, Summer, or Fall.

Processing Timeframe

\* Processing Option: After Grades Are Posted ▾  
 Will Be Posted: Select (y)  
Now  
After Grades Are Posted  
After Degree Is Awarded

Save & Add Another Recipient Next Cancel Changes

Processing Timeframe

\* Processing Option: After Grades Are Posted ▾  
 Will Be Posted: Term  Year(yyyy)

Save & Add Another Recipient Next Cancel Changes

18. The user can add another recipient for the transcript.
19. The next page requires the user to confirm their options for deliver and their recipients. The users can also add another recipient for additional transcripts.



Review Your Recipients

**Important Information**

Verify your transcript order information before continuing. To edit your order, select the recipient's name. To add another recipient, select 'Add Recipient'.

Verify Information

+ Add Recipient

Options	Recipient Information	Transcript Type	Delivery Method	Quantity	Fee
<a>Edit</a> <a>Remove</a>	<b>TESTER MCTESTERTON</b> Hold for pickup by: TESTER T MCTESTERTON	Preferred name displayed on transcript.	Hold for Pickup <a>?</a>	1 copy = \$17.25	\$17.25

**Total Fee for Order: \$17.25**

Request Order Updates Via Text

Yes, please send me transcript order updates via text message to the following number. (Carrier message and data rates may apply.)

Mobile Phone Number:  000-000-0000  
 Mobile Phone Carrier: Select ▾

Check Out Cancel Order

20. On checkout the users will complete the order by entering payment information.

# NATIONAL STUDENT CLEARINGHOUSE<sup>®</sup>

## Transcript Ordering Center

### Review Your Order

#### Order Number

12816686

Total Amount: USD 15.00

[« Return to Transcript Ordering Center](#)

21. Once payment information is entered, the user will then be prompted to sign a consent form in order to comply with the release of educational records under the Family Education Rights and Privacy Act (FERPA).




Authorization for Release of Educational Records Information for 12816686

#### **i** Important Information

A signed consent form is required to release your transcript. If we do not receive your consent form within 30 calendar days from the date you submitted your request, your order will be canceled and you will not be charged.

#### Sign Consent Form

Your transcript request (order number 12816686) has been received by the National Student Clearinghouse. Your transcript(s) cannot be sent by your school until National Student Clearinghouse receives your signed consent form. To expedite your transcript delivery, you can use the "Sign Paperless Consent Form" option. If you choose "Print Consent Form" option, please sign by hand and date a printed copy of the consent form and return it to us. We will accept a scan of your signed consent form as an email attachment.

In order to download the Paper Consent form you may need the latest versions of Adobe Reader. 

[Sign Paperless Consent Form](#) [Download Consent Form](#)

What do I do if I don't have a printer? [Help](#)