

Ordering Transcripts Online

There are two options for ordering transcript online. Option 1 is to login to your student EdNet account. You will continue to have access to this system even after you are no longer enrolled or have graduated from Glenville State University. We do not deactivate accounts or student access. Once logged in, you will see an option to order a transcript on the main menu.

Option 1

Main Menu

Welcome, [REDACTED] to the WWW Information System! Last web access on Mar 10, 2022 at 01:31 pm

IMPORTANT MESSAGE FROM FINANCIAL AID

Click the link above to read an important message regarding your financial aid for Spring 2022.

Personal Information

View addresses and phone numbers; view and update emergency contact information; view and add E-mail addresses; change your PIN; change your security question

Student & Financial Aid

Complete an application for admissions; Register for classes; Display your class schedule; Display your grades & transcripts; Review Financial Aid requirements & awards.

Brightspace

Access to Brightspace learning management system for online courses.

National Student Clearinghouse (Order a Transcript)

Order an official transcript, print enrollment verification certificates and view specific information about your student loans.

Course Materials - Textbooks

Access your textbook information for your classes.

RELEASE: 8.9.1

After selecting “National Student Clearinghouse”, you will see the following page:

Welcome. This service is offered by the National Student Clearinghouse in cooperation with GLENVILLE STATE UNIVERSITY.

IMPORTANT: Do NOT use the browser forward/back buttons. Log Out when you are done to protect the privacy of your records.

Please select from the following options:

- [Obtain an enrollment certificate](#) to print and mail to a health insurer or other company that requests proof of my enrollment.
 Current enrollment All enrollment
- View the [enrollment information on file](#) with the Clearinghouse.
- View the [student loan deferment notifications](#) that the Clearinghouse has provided to my loan holders (lenders and guarantors).
- View the [proof\(s\) of enrollment](#) that the Clearinghouse has provided to my health insurers and other providers of student services or products.
- [Order a transcript](#)
- View the [status](#) of your transcript order
- [View JoinFakt.com to earn money taking surveys and help shape leading brands.](#)

To ensure the security and confidentiality of sensitive information being transmitted over the Internet, the Clearinghouse protects its customers by using Secure Socket Layer (SSL) technology provided by the VeriSign Secure Site Program. SSL encrypts/unencrypts the data before the Server/Client sends or receives transmissions.



You will want to select “Order a transcript” which will direct you to a landing page. We recommend taking a few moments to read the important information provided on this landing page so you are aware of the different delivery options and processing options.

NOTE: If you have already placed a transcript order, you may also use this menu option to view the status of your transcript order. Be sure to have your Order Number handy.

The landing page looks like this:

Transcript Ordering Center  Help

School Notifications

IMPORTANT INFORMATION:PLEASE READ BELOW

You must have all financial/academic obligations satisfied with Glenville State University for your request to be processed.

[Due to our automated ordering processing, once an order is received it cannot be cancelled.](#)

IF YOU NEED ASSISTANCE WITH THE ORDERING PROCESS AND SCREENS, YOU MAY CONTACT THE CLEARINGHOUSE DIRECTLY AT 703-742-4200 OR SUBMIT A CONTACT REQUEST THROUGH <https://studentclearinghouse.org/contact/> THEY ARE AVAILABLE TO WALK YOU THROUGH THE PROCESS.

PROCESSING OPTIONS:

Now: Transcript reflects current grades/degree as of date requested. Any courses in progress will be listed.

Hold for grades: Transcript processed 5 business days after final grades are posted.

Hold for degree: Transcript processed 5 - 10 business days after commencement.

DELIVERY OPTIONS:

You are responsible for ensuring the recipient will accept the delivery method you have chosen.

- Mail:** Regular mail through the USPS. Please allow 5 – 7 days for delivery after you receive notification your transcript was mailed.
- Electronic PDF:** only available if you attended after June 1990. Verify that the email address of the recipient is correct before submitting your order. Once an order is submitted the email recipient cannot be changed. No refunds will be issued for incorrect email addresses. If the delivery method chosen is not accepted by the recipient, you will be required to submit another transcript request at additional cost to you.
- Hold for Pick-Up:**Picture ID is required for pick-up. Transcripts not picked up after 30 days will be destroyed. **Third Party Pick-up:**Transcripts will not be released to anyone other than the student unless the third party is specified by the student on the Student Consent to Parent/Guardian Access to Educational Records form on file or a written and signed authorization by the student is provided upon pickup.
- Express or FedEx:** Transcripts will be mailed via UPS on the same day of receiving the request if received before 11:00 am. UPS DOES NOT deliver to PO Boxes. If a PO Box is provided, transcript will be sent via USPS Express Service and may take up to 3 business days for delivery.

Once you have read the information provided, you may proceed by selecting *ORDER TRANSCRIPT(S)*.

When placing your order, you will be required to enter your AMCAS account # and transcript ID # or your LSAC Account #. No attachments are needed.

REFUND POLICY: No refunds given.

Clearinghouse Notifications

Payment will be accepted, 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 TRANSCRIPT(S) >

[View Transcript Order Status](#)



It will take you to the first page of the ordering process where you will be required to enter your personal information.

Personal Information All fields required, unless otherwise indicated

First Name <input type="text"/>	Middle Name (Optional) <input type="text"/>	Last Name <input type="text"/>
Date of Birth 05/10/1993 MM/DD/YYYY	Has your name changed since attending school?	<input type="button" value="YES"/> <input checked="" type="button" value="NO"/>

Student Identification Information One of the following is required

Are you currently enrolled at Glenville State University?

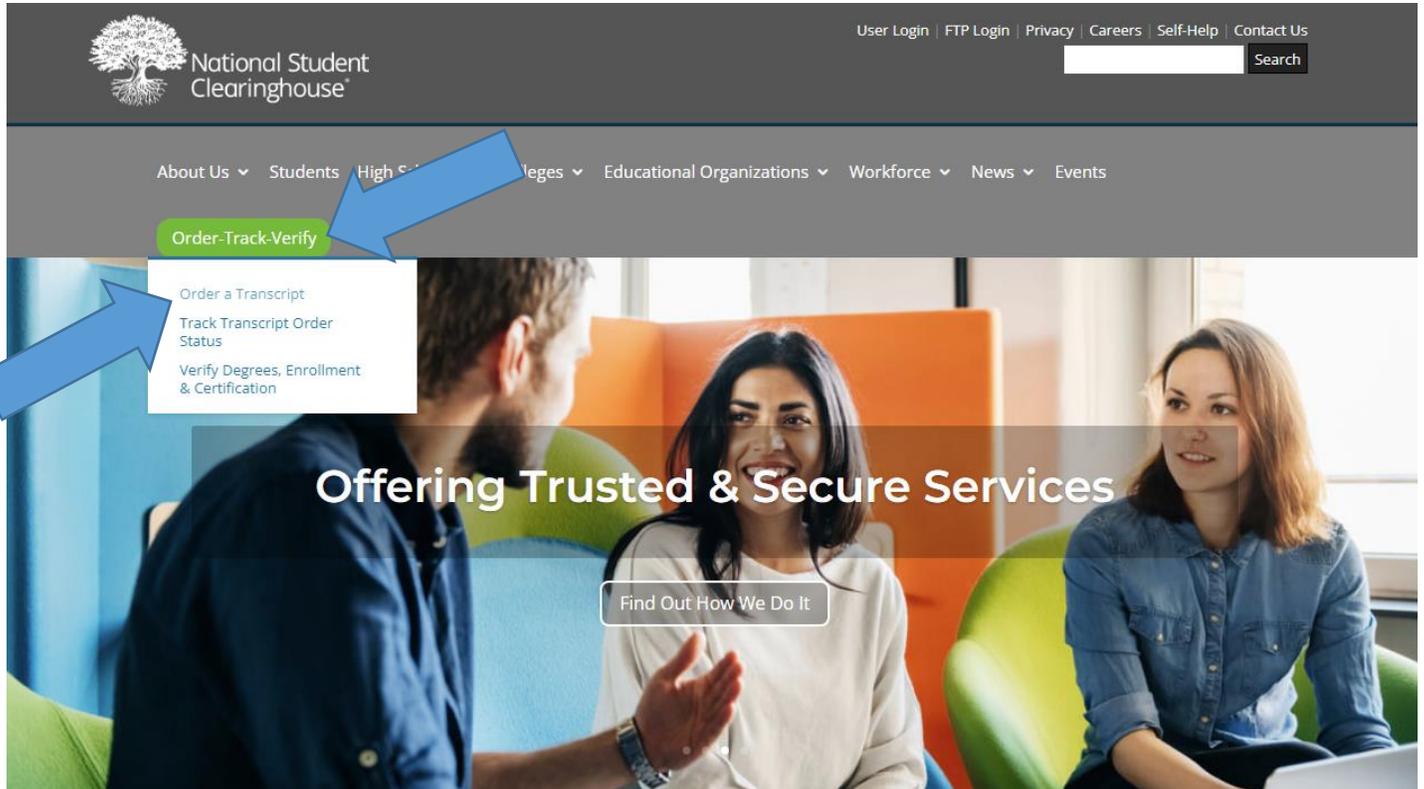
NOTE: By ordering through your EdNet account, you will not be required to enter your Social Security Number or your GSU Student ID#. In addition, you will not be required to electronically sign a consent to release your transcript. The next step in the process will take you directly to where you will enter your contact information.

(Next steps and instructions for Option 1 are located after Option 2 information)

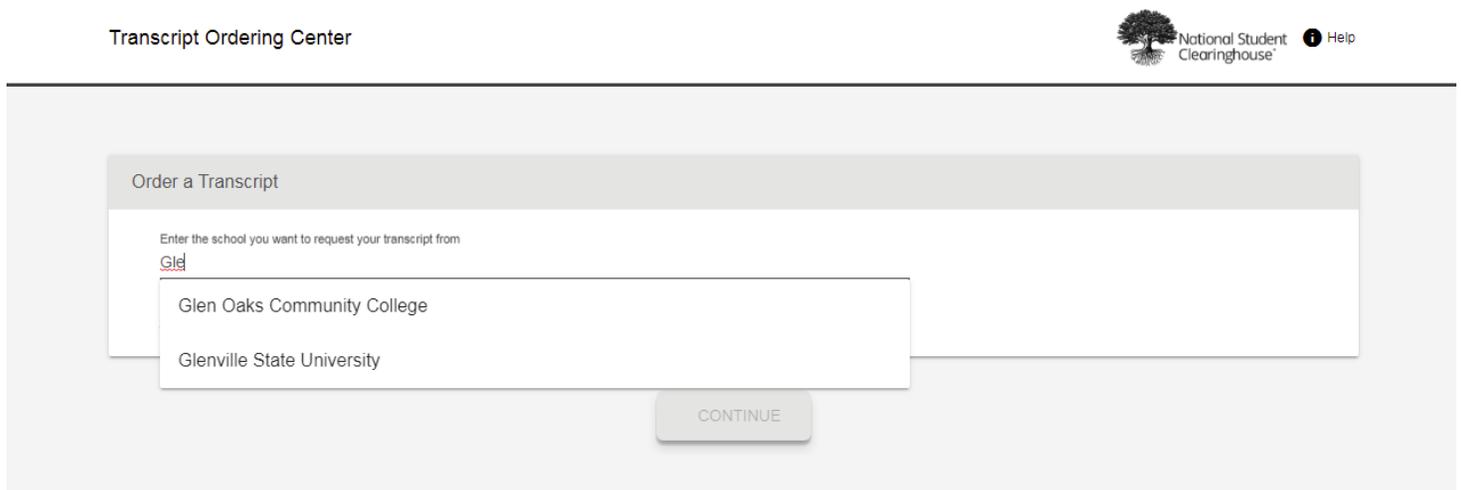
Option 2

The second option to order your transcript is to login directly to the National Student Clearinghouse at studentclearinghouse.org. Below is the first page you will see.

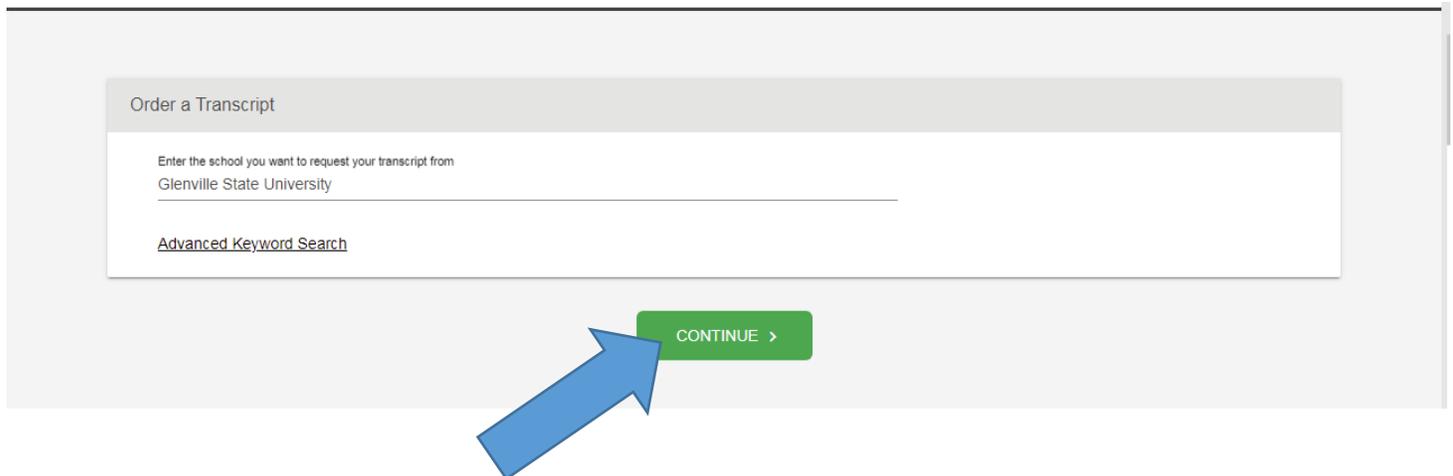
Select *Order Track Verify* and then *Order a Transcript* from the drop down menu.



You will be prompted to enter the name of the school you need the transcript from. (This is not where you want a transcript sent to. That will be asked later in the process) Begin typing Glenville State University and our school name will auto populate.



Select Glenville State University and then *CONTINUE*



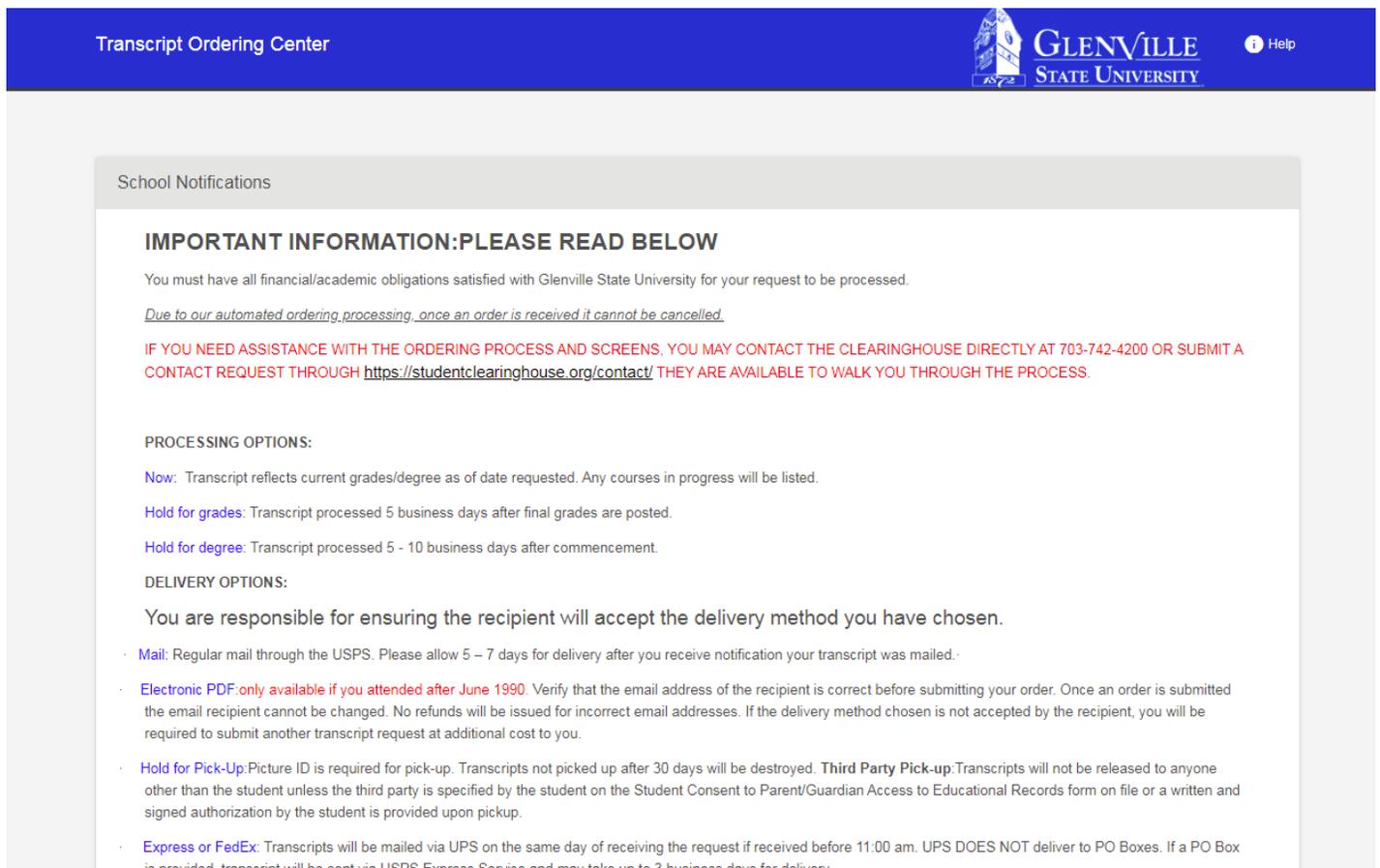
Order a Transcript

Enter the school you want to request your transcript from
Glenville State University

[Advanced Keyword Search](#)

CONTINUE >

The GSU transcript ordering landing page will appear.



Transcript Ordering Center

 **GLENVILLE**
STATE UNIVERSITY  Help

School Notifications

IMPORTANT INFORMATION:PLEASE READ BELOW

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PROCESSING OPTIONS:

Now: Transcript reflects current grades/degree as of date requested. Any courses in progress will be listed.

Hold for grades: Transcript processed 5 business days after final grades are posted.

Hold for degree: Transcript processed 5 - 10 business days after commencement.

DELIVERY OPTIONS:

You are responsible for ensuring the recipient will accept the delivery method you have chosen.

- Mail:** Regular mail through the USPS. Please allow 5 – 7 days for delivery after you receive notification your transcript was mailed.
- Electronic PDF:** only available if you attended after June 1990. Verify that the email address of the recipient is correct before submitting your order. Once an order is submitted the email recipient cannot be changed. No refunds will be issued for incorrect email addresses. If the delivery method chosen is not accepted by the recipient, you will be required to submit another transcript request at additional cost to you.
- Hold for Pick-Up:** Picture ID is required for pick-up. Transcripts not picked up after 30 days will be destroyed. **Third Party Pick-up:** Transcripts will not be released to anyone other than the student unless the third party is specified by the student on the Student Consent to Parent/Guardian Access to Educational Records form on file or a written and signed authorization by the student is provided upon pickup.
- Express or FedEx:** Transcripts will be mailed via UPS on the same day of receiving the request if received before 11:00 am. UPS DOES NOT deliver to PO Boxes. If a PO Box is provided, transcript will be sent via USPS Express Service and may take up to 3 business days for delivery.

After reviewing the important information included on this page, you will need to scroll down to the bottom.

Select *ORDER TRANSCRIPT(S)* to begin the process.

If provided, transcripts will be sent via US Mail Express Service and may take up to 3 business days for delivery.

Electronic Exchange (ETX): Only available for transcripts being sent to LSAC, AMCAS or NursingCAS. The recipient will receive your Electronic Exchange PDF within 24 hours. When placing your order, you will be required to enter your AMCAS account # and transcript ID # or your LSAC Account #. No attachments are needed.

REFUND POLICY: No refunds given.

Clearinghouse Notifications

Payment will be accepted, 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 TRANSCRIPT\(S\) >](#)

[View Transcript Order Status](#)

You will be directed to enter your personal information, including your GSU Student ID# or Social Security Number.

Enter Personal Information

Personal Information All fields required, unless otherwise indicated

First Name

Middle Name

Last Name

(Optional)

Date of Birth

MM/DD/YYYY

Has your name changed since attending school?

YES

NO

Student Identification Information One of the following is required

Student Id is numeric (i.e. 12345678)

Dashes are not allowed

OR

Social Security Number

XXX-XX-XXXX

Confirm Student Id is numeric (i.e. 12345678)

Dashes are not allowed

Confirm Social Security Number

XXX-XX-XXXX

Are you currently enrolled at Glenville State University?

YES

NO

Next steps relate to both Option 1 and Option 2.

When entering your personal information, it will ask if your name has changed since attending school.

If you select *NO* it will look like below:

Personal Information All fields required, unless otherwise indicated

First Name <input type="text"/>	Middle Name (Optional) <input type="text"/>	Last Name <input type="text"/>
Date of Birth 10/05/1993 MM/DD/YYYY	Has your name changed since attending school? <input type="button" value="YES"/> <input checked="" type="button" value="NO"/>	

If you select *YES*, additional fields will appear and you will be required to enter your name as reflected on your student education records during the time you attended Glenville State University. There is only space for one name. If your name has changed several times since you last attended, please use your name as it was when you first enrolled.

Personal Information All fields required, unless otherwise indicated

First Name <input type="text"/>	Middle Name (Optional) <input type="text"/>	Last Name <input type="text"/>
Date of Birth 10/05/1993 MM/DD/YYYY	Has your name changed since attending school? <input checked="" type="button" value="YES"/> <input type="button" value="NO"/>	

My name while attending school

First Name <input type="text"/>	Middle Name (Optional) <input type="text"/>	Last Name <input type="text"/>
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After entering your personal information and selecting *CONTINUE*, the Clearinghouse system will connect with our student information system to verify we have a record for you. If a record cannot be found, you will receive the following message:

⚠ Your School Was Unable to Find Your Record

We are having trouble locating your student records with the personal information provided. Your request may require further research by your school with the information entered above. Please reconfirm the information entered.

Do you want to edit the personal information you entered above?

You will need to review the information you have entered for any errors. Select *YES* if you need to edit any of your information and make any necessary changes. You may select *NO* and continue with your order, but your request may not be able to be fulfilled if no record is found. You will be notified via email if no record is found. You may contact registrar@glenville.edu if you feel you have received the message in error.

Once completed, the *CONTINUE* button will turn green and you will be able to continue with your order.

If you are not currently enrolled and you select *NO*, the process will ask you if you attended at any time prior to 1990.

Are you currently enrolled at Glenville State University?

Did you attend Glenville State University prior to Summer of 1990?

Note: Electronic delivery is not available if you attended prior to the date above.

Year From	Year To
2011	2016
_____	_____
YYYY	YYYY

If you completed coursework prior to 1990 and after 1990, you will need to select *YES* to this question. Not doing so may result in an incomplete transcript being sent and another request will be required. You will need to complete the fields asking for your “Year From” and “Year To” of attendance. This information does not need to be exact, but should be as close as possible. Your request will still process even if you end up being off a year or two. The *CONTINUE* button will not turn green until you complete the “Year From” and “Year To” fields. Once it turns green, you will be eligible to continue with your order.

NOTE: You will need to keep in mind that if you completed any coursework through Glenville State University prior to the summer of 1990, you will not be able to request electronic delivery. Only the option of a mailed copy will be available to you as a delivery method.

If you are currently enrolled in classes at the time you are submitting your order, you will select *YES* and you will be eligible to continue with the process.

Student Identification Information One of the following is required

Are you currently enrolled at Glenville State University?

NOTE: If you select you are currently enrolled, later in the process it will ask you when you want your transcript to be processed. You will have three selections: 1) Current Transcript - Process As Is; 2) After Grades Are Posted; 3) After Degree is Awarded. If you select you are NOT currently enrolled, you will only have Option 1 and 3 available to you.

If you want your transcript to be sent immediately and are okay with the courses you are currently enrolled in to show as “Work In Progress” on your transcript, you will select option 1. If you want your transcript to reflect final grades for the courses you are enrolled in before the transcript is sent, you will select option 2. If you are attending your last semester and are graduating and want your degree and graduation date on your transcript, you will select option 3.

Next fields will be where you enter your contact information. Be sure to confirm your email address by entering it twice. If any fields remain blank, the *CONTINUE* button will not turn green and you will not be able to continue with your order.

Contact Information All fields required, unless otherwise indicated

Address 1
200 High Street
Street number and name or PO Box

Address 2
Building, campus box, floor, apt, suite (Optional)

City
Glenville

State/Territory/APO
West Virginia

Zip/Postal Code
26351

Country
United States

Email
[Redacted]

Confirm Email
[Redacted]

Phone Number
[Redacted]
(XXX) XXX-XXXX

To receive NSC Msg updates to this phone number, you must Opt-in by selecting 'YES' below. You may receive up to 5 transcript text status updates for each recipient order. Message and data rates may apply. If text messaging is requested, you will receive an Opt-In confirmation message. For help text HELP. To cease messages, text STOP. Texting STOP will stop all text messages to the Opted-In mobile phone number for all existing transcript orders. Do you agree to Opt-in? [Terms of Use and Privacy Policy](#)

Allow the school to use this information to update their records?

You may opt in for order updates via text here. If you opt in to receive text messages about the progress of your transcript order, you will need to make sure the phone number you listed is eligible to receive text messages before you continue with your order. By selecting *YES* for allowing GSU to use the information to update our records, we will be able to make sure we have your most current contact information in our student information system. The default is *YES*. When finished, select *CONTINUE*.

The next step is to select the type of recipient.

Select Transcript and Delivery Details

Recipient All fields required, unless otherwise indicated

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. The type of consent form that is required is determined by recipient type.

Who are you sending your transcript to? ▼

You will select the drop down arrow and then select the appropriate recipient type.

Recipient All fields required, unless otherwise indicated

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. The type of consent form that is required is determined by recipient type.

Who are you sending your transcript to?

College or University

Education Organization, Application Service, Scholarship and Professional Licensing

Employer or Other

Myself

If you select *College or University*:

Recipient All fields required, unless otherwise indicated

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. The type of consent form that is required is determined by recipient type.

Who are you sending your transcript to?

College or University ▼

Country

United States ▼

State/Territory/APO

West Virginia ▼

Enter and select the school you are sending your transcript to

West Virginia University

[Advanced keyword search to find school](#)

Department Name

(Optional)

You will begin typing the name of the school and an auto-populated list will appear. Choose the school from the list. All fields must be completed except for the Department name (which is optional) in order for you to be eligible to continue.

If you select *Education Organization, Application Service, Scholarship and Professional Licensing*: (select this if you are sending your transcript to LSAC or AMCAS)

Recipient All fields required, unless otherwise indicated

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. The type of consent form that is required is determined by recipient type.

Who are you sending your transcript to?
Education Organization, Application Service, Scholarship and Professional Licensing

Select Organization

- AACOMAS - American Association of Colleges of Osteopath Med
- AACPMAS - American Association of Colleges of Podiatric Med
- ACYR Center of Excellence
- ADEAAADSAS - American Dental Education Association
- ADEA DHCAS - American Dental Education Association
- ADEA PASS - American Dental Education Association

There will be a generated alphabetical list of choices. Depending on your selection, you may be required to enter an account number and transcript ID number. Otherwise, you will be required to select a department. You will not be eligible to continue with your order unless all fields have been completed. If the recipient only accepts transcripts through the Electronic Exchange System, you will only have the option of Electronic Exchange System as your delivery method in the next step. All fields must to be completed before you will be eligible to continue.

If you select *Employer or Other*:

Recipient All fields required, unless otherwise indicated

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. The type of consent form that is required is determined by recipient type.

Who are you sending your transcript to?
Employer or Other

Enter Business or Individual's Name

If you select *Myself*:

Recipient All fields required, unless otherwise indicated

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. The type of consent form that is required is determined by recipient type.

Who are you sending your transcript to?
Myself

After making your selection and completing the required fields, select *CONTINUE*. You will see the next page.

Processing Details All fields required, unless otherwise indicated

When do you want your transcript processed? ▼

Why are you ordering your transcript? ▼

Delivery Information

Please indicate if you would like standard or rush processing. For your school's definition of their processing and delivery option(s), please read the specific delivery text below.

How would you like this to be processed? ▼

How do you want your transcript sent? ▼

When do you want your transcript processed? You will have two or three selections depending on how you completed previous fields. The three selections are: 1) Current Transcript - Process As Is; 2) After Grades Are Posted; 3) After Degree is Awarded.

If you want your transcript sent immediately and are okay with the courses you are currently enrolled in to show as “Work In Progress” on your transcript, you will select option 1. If you want your transcript to reflect final grades for the courses you are enrolled in before the transcript is sent, you will select option 2. If you are in your last semester and are graduating and want your degree and graduation date on your transcript, you will select option 3.

DO NOT select “After Degree is Awarded” if you have already graduated. Doing so will prevent your order from being able to be processed and your order will have to be cancelled. You will then be required to submit another order. If you already graduated, your degree and graduation date will automatically be reflected on your transcript. You will want to select “Current Transcript – Process As Is”.

You will then be asked why you are ordering your transcript. Select one of the options from the drop down list.

Processing Details All fields required, unless otherwise indicated

When do you want your transcript processed?
Current Transcript - Process As Is

NOTE: This option is for students and alumni who want their transcript processed and sent as it is today. It will reflect your grades through your last or latest term.

Why are you ordering your transcript?

- Admission Service (LSAC, AMCAS, etc.)
- Certification/Licensure
- Employment
- Graduate Admissions
- Law School Admissions
- Medical School Admissions

definition of their processing and delivery option(s), please read the specific

You will then select your delivery method. The two options below are the typical options available. Depending on how you completed previous fields, you may only see “Electronic” as an option. This means the recipient will only accept electronic transcripts.

Delivery Information

Please indicate if you would like standard or rush processing. For your school's definition of their processing and delivery option(s), please read the specific delivery text below.

How would you like this to be processed?

- Standard Processing
- Rush Processing

How do you want your transcript sent?

FEE CHART FOR DELIVERY METHOD

Mailed:	Total will be \$9.50
Electronic:	Total will be \$10.50
Pickup:	Total will be \$9.50
Electronic Exchange:	Total will be \$9.50
Rush-Express:	Total will be \$44.50
Rush-FedEx:	Total will be \$44.50

If selecting *Standard Processing*:

Delivery Information

Please indicate if you would like standard or rush processing. For your school's definition of their processing and delivery option(s), please read the specific delivery text below.

How would you like this to be processed?
Standard Processing

How do you want your transcript sent?
Electronic - \$1.00
Mail
Hold for Pickup

When selecting *Electronic*, you will see the below information and there will be an additional fee of \$1.00 on top of the base fee of \$7.00. **You will not receive this option if you selected that you attended *Glenville State University* at any time prior to the summer of 1990.** You will only be eligible to send 1 copy if you choose *Electronic* as your delivery method.

Delivery Information

Please indicate if you would like standard or rush processing. For your school's definition of their processing and delivery option(s), please read the specific delivery text below.

How would you like this to be processed?
Standard Processing

How do you want your transcript sent?
Electronic - \$1.00

How many copies do you want?
1 copy = \$7.00

School's Terms and Conditions:
You are responsible for ensuring the recipient will accept this delivery method. If the delivery method chosen is not accepted by the recipient, you will be required to submit another transcript request at additional cost to you. The recipient will be emailed a link to a secure Internet page where he/she can retrieve your official transcript. Upon that email notification, your credit card will be charged. We are not responsible for whether or not the recipient retrieves or accepts the transcript.

I have read and accept my school's terms and conditions for the delivery method of Electronic?
Acceptance to the Terms and Conditions is required.

YES NO

Important Information

You will need to select that you have read and agree to the terms and conditions before you will be eligible to continue with your order. If you skip this step or select *NO*, you will be unable to continue.

NOTE: It is very important you confirm the recipient will accept electronic transcripts and you have entered a valid email address. If you provide an incorrect email address and your order is processed, we cannot retract the order or process a refund and you will be required to submit another request and pay additional fees. In addition, we are not responsible if a recipient does not retrieve an electronic transcript after it was sent to them within the 30-day time frame. After 30 days, the transcript will expire and you will be required to submit another request.

If you need to include a document to accompany your transcript, you will upload the file at this point in the process. Otherwise, skip this step.

Upload Attachment (optional)

Do you want to send additional documents with your transcript?

ADD FILE + 

File Requirements: File name can include alphanumeric characters, non-consecutive periods, dashes, underscores and spaces. The maximum file name size is 64 characters. A maximum of 3 documents may be attached to your order. Supported formats include .jpg, .pdf, .doc, .docx, and .jpeg. Do not upload secured or password protected documents.

When you continue, you will be asked to provide the recipient's email address. You must enter it twice before you will be able to continue with your order. Once you select *CONTINUE*, you will be verifying the recipient information.

Provide Delivery Information
Recipient: WEST VIRGINIA UNIVERSITY

Recipient Delivery Information All fields required, unless otherwise indicated

Recipient
WEST VIRGINIA UNIVERSITY

Recipient Email Address registrar@glennville.edu

Confirm Recipient Email Address registrar@glennville.edu

< PREVIOUS CANCEL ADD TO CART >

If the information you entered is correct, you will then select *ADD TO CART*. If not, select *PREVIOUS* and it will direct you to the previous screen and you can make corrections.

When selecting *Mail*, you will be required to specify the number of copies you need mailed. Keep in mind, all copies will be sent to the recipient you specified earlier. If you need a transcript sent to a different recipient, you may add another recipient later on in the process. Doing so will add an additional \$7.00 transcript fee to your order.

Please indicate if you would like standard or rush processing. For your school's definition of their processing and delivery option(s), please read the specific delivery text below.

How would you like this to be processed?

Standard Processing

How do you want your transcript sent?

Mail

How many copies do you want?

2 copies = \$14.00

Important Information

School's Terms and Conditions:

Once your transcript request is received in our office, the transcript will be mailed within 1-3 business days. Please allow an additional 5 -7 business days for delivery by the United States Postal Service.

I have read and accept my school's terms and conditions for the delivery method of Mail?
Acceptance to the Terms and Conditions is required.

YES

NO

You must agree to the terms and conditions to be eligible to proceed with your order. You will then be prompted to enter the address of the recipient.

NOTE: Transcripts can be mailed to an International address, but there may be additional charges required for postage. You will be contacted if this applies to your order.

Name of Recipient

Attention

(Optional)

Recipient Country

United States

Address 1

200 High Street

Street number and name or PO Box

Address 2

Building, campus box, floor, apt, suite (Optional)

City

Glenville

State/Territory/APO

West Virginia

Zip/Postal Code

26351

Phone Number

(XXX) XXX-XXXX (Optional)

< PREVIOUS

CANCEL

ADD TO CART >

If all of the information is correct, select *ADD TO CART* to proceed with the order.

When selecting *Hold for Pickup*:

Please indicate if you would like standard or rush processing. For your school's definition of their processing and delivery option(s), please read the specific delivery text below.

How would you like this to be processed?
Standard Processing

How do you want your transcript sent?
Hold for Pickup

How many copies do you want?
2 copies = \$14.00

School's Terms and Conditions:
You will receive an email notification when your transcript is ready for pick-up. Please wait 24 hours after you receive the email to pick up your transcript. Your transcript will be available for pickup at the Registrars Office located on the 1st floor in the Heflin Administration Building. Office hours are 8:00 to 4:00 Monday through Friday except for recognized holidays. THIRD PARTY PICKUP: Transcripts will not be released to anyone other than the student. A written and signed authorization by the student must accompany the third party upon pickup.

I have read and accept my school's terms and conditions for the delivery method of Hold for Pickup? Acceptance to the Terms and Conditions is required.



You must agree to the terms and conditions to be eligible to proceed with your order. You will not be required to enter any recipient information and will be directed to *CHECKOUT*

If you select *Rush Processing* instead of *Standard Processing*, you will see two options.

Delivery Information

Please indicate if you would like standard or rush processing. For your school's definition of their processing and delivery option(s), please read the specific delivery text below.

How would you like this to be processed?
Rush Processing

How do you want your transcript sent?
Rush - Express/United States - \$35.00
Rush - FedEx/United States - \$35.00

The \$35.00 fee is on top of the \$7.00 base fee for the transcript. If ordering multiple copies, the \$35.00 fee will only be charged one time, but the \$7.00 fee will be charged for each copy of your transcript.

If you selected *Rush - Express/United States*:

Delivery Information

Please indicate if you would like standard or rush processing. For your school's definition of their processing and delivery option(s), please read the specific delivery text below.

How would you like this to be processed?
Rush Processing

How do you want your transcript sent?
Rush - Express/United States - \$35.00

How many copies do you want?
3 copies = \$21.00

School's Terms and Conditions:
You must submit your request prior to noon to guarantee same day processing; otherwise your transcript will be mailed the following business day. The delivery method you have selected means the transcript(s) will be mailed via UPS on the same day your request was received in our office. UPS does NOT deliver to PO Boxes. If only a PO Box has been provided, the USPS Express Service will be used and delivery may take up to 3 business days.

I have read and accept my school's terms and conditions for the delivery method of Rush - Express/United States? Acceptance to the Terms and Conditions is required.



Be sure to read the *School's Terms and Conditions*. You must agree to the terms and conditions before you will be eligible to continue with your order.

If you selected *Rush/FedEx/United States*:

Delivery Information

Please indicate if you would like standard or rush processing. For your school's definition of their processing and delivery option(s), please read the specific delivery text below.

How would you like this to be processed?
Rush Processing

How do you want your transcript sent?
Rush - FedEx/United States - \$35.00

How many copies do you want?
2 copies = \$14.00

School's Terms and Conditions:
You must submit your request prior to noon to guarantee same day processing; otherwise your transcript will be mailed the following business day. The delivery method you have selected means the transcript(s) will be mailed on the same day your request was received in our office. FedEx does NOT deliver to PO Boxes. If only a PO Box is provided, your order will be delayed. You may be required to submit another transcript request at additional cost to you.

I have read and accept my school's terms and conditions for the delivery method of Rush - FedEx/United States? Acceptance to the Terms and Conditions is required.



Again, be sure to read the *School's Terms and Conditions*. **FedEx does NOT deliver to PO Boxes.** You must agree to the terms and conditions before you will be eligible to continue with your order.

After completing the required fields, you will be provided a Fee Summary at the bottom of the page reflecting the transcript quantity fee, an electronic PDF fee if applicable, an online processing fee, and your total fee. You will select *ADD TO CART* when finished.

If you are only placing the one order, you will select “CHECKOUT” to process your payment. If you need to request a transcript to be sent to an additional recipient, you will select *ADD RECIPIENT*. This will take you back to where you can select why you are sending your transcript, your delivery method and the recipient information.

Pending Order Details

[ADD RECIPIENT +](#)

[Edit](#) [Remove](#)

Recipient:

Total Fee for this Recipient:	\$9.50
Processing Option:	Current Transcript - Process As Is
Delivery Method:	Hold for Pickup ⓘ
Quantity:	1 copy
Transcript Quantity Fee:	\$7.00
Online Processing Fee:	\$2.50

Total Fee for Order: \$9.50

[CANCEL ORDER](#) [CHECKOUT >](#)

After completing the required fields, your additional transcript will be added to your cart.

Edit Remove	Total Fee for this Recipient:	\$9.50
Recipient: <input type="text"/>	Processing Option:	Current Transcript - Process As Is
	Delivery Method:	Hold for Pickup ⓘ
	Quantity:	1 copy
	Transcript Quantity Fee:	\$7.00
	Online Processing Fee:	\$2.50

Edit Remove	Total Fee for this Recipient:	\$9.50
Recipient: <input type="text"/>	Processing Option:	Current Transcript - Process As Is
Recipient Address:	Delivery Method:	Mail ⓘ
200 HIGH ST	Quantity:	1 copy
GLENVILLE, WV 26351-1200	Transcript Quantity Fee:	\$7.00
	Online Processing Fee:	\$2.50

Total Fee for Order: \$19.00

If you are finished with your order, you may select *CHECKOUT*. This will take you to a page where you will need to sign that you are consenting to the release of your transcript. **NOTE: If you logged into your online EdNet account, you will not be required to do this step because your identity has been authenticated through your secure sign-in to your EdNet account.**

Sign Consent Form All fields required, unless otherwise indicated

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 submit your request, your order will be canceled, and you will not be charged.

Requestor: [REDACTED]
Order Number: 61120438

Transcript Recipient(s)
[REDACTED]

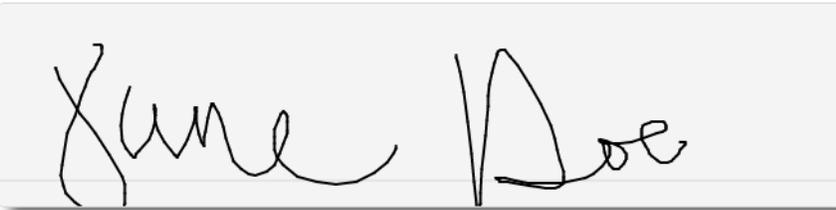
You will be required to submit your consent to release your transcript by electronically signing your name with a mouse or your finger if using a tablet. Once completed, you will need to *ACCEPT SIGNATURE* to be eligible to continue.

Electronic Consent Form

The fastest way to submit your consent form is electronically. Use your finger or mouse to draw your signature in the box. After you submit your signature, you may download a signed copy of the consent form for your records prior to providing payment in the next step.

Need Help Signing? ⓘ

Sign Here



Signature Date: 06/15/2022 11:50 AM

By submitting this signature, I, ELISABETH COOMBS, certify that I am the above-named student and my electronic signature provided on this form is authentic and has the same validity and legally binding effect as signing this consent form by my hand in ink.

If you prefer not to sign electronically or are unable to do this, you may download a printable version of the consent form and submit it.

Printable Consent Form

You must **'Continue'** to the payment page after downloading the consent form to complete this order. If you do not continue to payment, your order will NOT be processed.

If you would prefer to provide a signed paper copy, you may [download a copy of the consent form](#) and either mail a copy to National Student Clearinghouse or provide a scanned copy in an e-mail attachment. Your order will be canceled if a consent form is not received within 30 days.

If you select to download a printable version, you will see this box pop up.

Continue to Payment

After downloading the paper consent form, please continue to the Payment page to complete your request or your order will NOT be processed.

OK

Once you select "OK", the consent form will download and the *CONTINUE* button will turn green so you can continue with your order.

Instructions will be provided pertaining to the paper consent form. (See next page) You may submit your order, but it will not be processed until the Clearinghouse receives your consent form. If you do not submit your consent form within 30 days, your order will automatically be cancelled.

Example of the consent form:



Transcript Order Number: 61121298

Consent to Release Information from Education Records

Only the student him/herself may sign this form

The undersigned individual authorizes

Glennville State University

to release the official transcript of his/her education record to the individuals and/or organizations (recipients) on this order and agrees to the charges on his/her credit or debit card resulting from this order (which will appear on his/her credit or debit card statement as "College Transcript").

Recipients:

Name	Mailing Address (if applicable)
Xxxxxx xxxxxxxxxx	200 HIGH ST GLENNVILLE, 26351-1200, US

Student Name: xxxxxx xxxxxxxxxx

Authorized for Order Number: 61121298

Student Signature

Date

In order to complete your transcript order, you must fax, mail or email a signed and dated copy of this consent form to the Clearinghouse. **DO NOT RETURN THIS FORM TO THE SCHOOL.** When we receive your consent form, National Student Clearinghouse will send you a notification (via email or text, depending on what you selected as your preference) once the consent form has been processed. We will not confirm receipt of your consent form over the telephone.

Instructions

*If we do not receive **your signed and dated consent** form within 30 calendar days from the date you submitted your request, your order will be canceled and you will not be charged.*

Fax: 703-742-4238 (remember to dial the '1' before the area code)

Mail: National Student Clearinghouse, 2300 Dulles Station Boulevard, Suite 220, Herndon, VA 20171

Email: consent@studentclearinghouse.org

The information contained in this transmission may contain privileged and confidential information. It is intended only for the use of the person(s) named above and the National Student Clearinghouse. If you are not the intended recipient, you are hereby notified that any review, dissemination, distribution, or duplication of this communication is strictly prohibited. If you are not the intended recipient, please destroy all copies of the original message.

You will then be directed to enter your payment information.

Accepted Credit Cards:

Card Holder Name	Card Number
Full Name	**** * * * *
Exp Date	CVV
MM / YY	***

Do you want to use your contact address as your billing address?

Address 1
Street number and name or PO Box

Address 2
Building, campus box, floor, apt, suite (Optional)

City	State/Territory/APO
Zip/Postal Code	Country
	United States

Selecting 'Submit Order' will transmit your payment information to [First Data Corp.](#) a third party payment processing provider. First Data will only share your name, address, or e-mail address with National Student Clearinghouse.

Total Fees for Order: \$9.50

Select *SUBMIT ORDER* once you have entered your payment information. You will receive an email confirmation of your order. You may track the status of your order by logging back into [studentclearinghouse.org](#) and entering your Order #. If you signed up for text messages, you will automatically receive text alerts as to the status of your order.

NOTE: If you have any holds on your student records which prevent a transcript from being released, you will be notified via email of the hold and who you will need to contact to take care of the hold. Once a hold is removed from your account, your transcript order will be processed within 24 hours. Should you not take care of your hold within 30 days of the notice, your request will be canceled and you will be required to submit a new request. You will not be charged if your order is canceled.