Requesting an E-Transcript from Whitman College for your OCS Program

Page 1: **Step by step instructions** for requesting an E-Transcript from Whitman

Page 2: List of OCS Programs preferred **recipient email addresses**

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1) Visit the National Student Clearinghouse website at:
https://tsorder.studentclearinghouse.org/school/select

2) Select the school that you wish to order your transcript copy from (Whitman College) using the drop-down menu and then click *"Continue"*.

3) Review the message on the Welcome Page and then click *"Order Transcript(s)"* to proceed to the school's order form.

4) Complete the transcript order form as thoroughly and accurately as possible, then click *"Continue"*. You may get an error message such as *"We're sorry, but we are having trouble locating your transcript data..."* click once again *"Continue"*.

5) Complete the **Additional Information page** and click *"Continue"*.

6) In the *Select Recipient Type,* you need to select *"Educational Organization"*. Under FERPA Compliance, it will ask, *"Who is the intended recipient of your transcript?"* In the drop-down menu, select *"Other"* then click *"Continue"*.

7) In the Educational Organization Recipient section it will ask for the Organization Name, if the organization is listed, such as SIT, it will auto populate. Most programs are not listed, so scroll all the way down to *"Not In The List"* this will then generate a place for you **to type your program's name** (CIEE, IES Abroad, IFSA)

8) In the section entitled **Transcript Type and Purpose**, you will select *"Other"* as the Transcript Purpose.

9) In the section entitled **Delivery Options**, select *"Electronic PDF"* for the Delivery Method. Confirm by checking the box.

10) In the section entitled **Recipient Email**, type either your **program email address** or **your email address**, whichever is required by your program. **See page 2 of this document to locate *Recipient Email*.**

11) Review your transcript order.

12) Enter your credit card information.

13) Select *"Paperless Signature"*

14) Your official transcript is typically sent to the email address you have provided (either your program or your own email address) within 24 hours.

15) If you have any questions, contact offcampusstudies@whitman.edu or registrar@whitman.edu.

Attention Spring Applicants: Wait until your Whitman spring grades are posted to order your E-transcript.

National Student Clearinghouse Delivery Methods
for Sending an Official Whitman E-Transcript to the OCS Program

1. Nat'l Student Clearinghouse **Type the program email address to send your Whitman E-transcript directly to the program provider so they can upload your transcript to their portal.**	2. Nat'l Student Clearinghouse **Type your email address to send your Whitman E-transcript to yourself so that you can upload your E-transcript to your program portal.**	3. Nat'l Student Clearinghouse **The program provider is listed in the system. Type SIT and the system will auto populate with SIT Graduate Institute/SIT Study Abroad. Your E-transcript will be sent directly to SIT.**

Program	#	Method of Transcript Delivery
AIT	1	Type program email address jorrison@ait-budapest.com
AUSM (MSN)	2	Type your email address and then upload the official E-transcript to your OCS program portal.
AKP	1	Type program email address apply@associatedkyotoprogram.org
AU Washington Semester	2	Type your email address and then upload the official E-transcript to your OCS program portal.
BADA	2	Type your email address and then upload the official E-transcript to your OCS program portal.
BSM	1	Type program email address budapestsemester@gmail.com
Borders Studies (Earlham)	2	Type your email address and then upload the official E-transcript to your OCS program portal.
CIEE Programs	1	Type program email address applications@ciee.org
CYA	1	Type program email address info@cyathens.org
DIS	2	Once DIS confirms your admission to their program, you will be asked to create a student registration account. At that time, you will be prompted to upload your official E-transcript. From the National Student Clearinghouse, type your email address and then upload your official E-transcript to your new DIS student registration account.
Frontiers Abroad	2	Type your email address and then upload the official E-transcript to your OCS program portal.
Hebrew University (RIS)	1	Type program email address apply@hebrewu.com
ICCS Rome	1	Type program email address globaled@duke.edu
IES Programs	2	Type your email address and then upload the official E-transcript to your OCS program portal.
IFSA-Programs	1	Type program email address admissions@ifsa-butler.org
Middlebury Programs	1	Type program email address internationalprograms@middlebury.edu
NTI and NMTI	1	Type program email address Admissions@NationalTheaterInstitute.org
SEA Semester	1	Type program email address admission@sea.edu
SFS Programs	1	Type program email address admissions@fieldstudies.org
SIT Programs	3	SIT is listed in the system. Type SIT and the system will auto populate SIT Graduate Institute/SIT Study Abroad
Summer (Non-Whitman) Programs	2	Type your email address and then upload the official E-transcript to your OCS program portal.
Syracuse University	1	Type program email address SUAbroad@syr.edu
University of Otago	2	Type your email address and then upload the official E-transcript to your OCS program portal.
University of St Andrews	2	Type your email address and then upload the official E-transcript to your OCS program portal.
Year of Study in Munich	1	Type program email address overseas@lclark.edu