Instructions for Requesting an Electronic Transcript thru Student Clearing House

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

2) Select the school you wish to order your transcript copy from using the drop- down menu and click *"CONTINUE"*.

3) Review the school's transcript order welcome page message, then click "ORDER TRANSCRIPT(S)" to go 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 that says "We're sorry, but we are having trouble locating your transcript data..." just click *"CONTINUE"* again.

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

6) In the Select Recipient Type you will 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 Organization Name, if the organization is listed, it will populate. However, if your program is not listed, scroll all the way down to *"Not on the List"* this will then generate a space for you to type your program's name (IFSA, IES Abroad, SFS, Syracuse)

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

9) In the Delivery Options section, select *"Electronic PDF"* for the Delivery Method. Read the text and confirm by checking the box. In Recipient Email type either your program email address or your email address, whichever is listed on the document *"Transcript Delivery Methods by Program"*

10) Review your transcript order.

11) Enter your credit card information.

12) Select *"Paperless Signature"*

13) Your transcript will usually be sent to the email address you provide (either your program or your own email address) within 24 hours.

14) If you have any questions, please feel free to call the OCS office or the Registrar's office.

DELIVERY METHODS FOR SENDING WHITMAN TRANSCRIPT TO OCS PROGRAM

1. **Official Transcript:** Nat'l Student Clearinghouse Program Name is in System	2. **Official Transcript:** Nat'l Student Clearinghouse Type Program Email Address	3. **Official Transcript:** Nat'l Student Clearinghouse Type your Email Address	4. **Unofficial Transcript:** Upload from MyWhitman

Program	#	Method of Transcript Delivery
AIT	2	National Student Clearinghouse: Type program email address jorrison@ait-budapest.com
AUSM (MSN)	4	Unofficial Transcript: Upload from MyWhitman and then upload to your OCS program application.
AKP	2	National Student Clearinghouse: Type program email address us_office@associatedkyotoprogram.org
AU Washington Semester	4	Unofficial Transcript: Upload from MyWhitman and then upload to your OCS program application.
BADA	3	National Student Clearinghouse: Type your email address and then upload the official transcript to your OCS program application.
BSM	2	National Student Clearinghouse: Type program email address budapestsemester@gmail.com
CIEE – Direct Enroll Univ.	2	National Student Clearinghouse: Type program email address applications@ciee.org
CIEE – Study Abroad Centers	4	Unofficial Transcript: Upload from MyWhitman and then upload to your OCS program application.
CYA	2	National Student Clearinghouse: Type program email address info@cyathens.org
DIS	3	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 transcript. From the National Student Clearinghouse, type your email address and then upload your official transcript to your new DIS student registration account.
Frontiers Abroad	4	Unofficial Transcript: Upload from MyWhitman and then upload to your OCS program application.
Hebrew University (RIS)	2	National Student Clearinghouse: Type program email address apply@hebrewu.com
ICCS Rome	2	National Student Clearinghouse: Type program email address globaled@duke.edu
IES – Direct Enroll Univ.	2	National Student Clearinghouse: Type program email address admissions@IESabroad.org
IES – Study Abroad Centers	4	Unofficial Transcript: Upload from MyWhitman and then upload to your OCS program application.
IFSA-Butler	2	National Student Clearinghouse: Type program email address forms@ifsa-butler.org
Middlebury	2	National Student Clearinghouse: Type program email address internationalprograms@middlebury.edu
NTI	2	National Student Clearinghouse: Type program email address Admissions@NationalTheaterInstitute.org
SEA Semester	2	National Student Clearinghouse: Type program email address admission@sea.edu
SFS	2	National Student Clearinghouse: Type program email address admissions@fieldstudies.org
SIT	1	National Student Clearinghouse: OCS program is listed in the system. Type SIT and the system will auto populate *SIT Graduate Institute/SIT Study Abroad*
Summer (Non-Whitman) Program		National Student Clearinghouse or Unofficial Transcript: Student will need to confirm correct method with summer program
Syracuse University	2	National Student Clearinghouse: Type program email address SUAbroad@syr.edu
University of Otago	3	National Student Clearinghouse: Type your email address and then upload the official transcript to your OCS program application.
University of St Andrews	3	National Student Clearinghouse: Type your email address and then upload the official transcript to your OCS program application.
Year of Study in Munich	2	National Student Clearinghouse: Type program email address overseas@lclark.edu