

Requesting an Electronic Transcript for OCS Programs

- 1) Go to the National Student Clearinghouse website at: www.getmytranscript.com
 - 2) Select the school that you wish to order your transcript copy from using the drop-down menu and click "submit".
 - 3) Review the school's transcript order welcome page message, then click "start" to go to the school's orderform.
 - 4) Complete the transcript order form as thoroughly and accurately as possible, then click "next". You might get an error message that says "We're sorry, but we are having trouble locating your transcript data..." just click "Next".
 - 5) Complete the Additional Information page and click "Next".
 - 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 "Next"
 - 7) In the Educational Organization Recipient section it will ask for Organization Name, scroll all the way down to "Not In The List" this will then generate a place for you to Enter an Organization (IES Abroad, SIT, SFS, etc)
 - 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 the Recipient Email is where you will put the email address for the program. **That information you can find on the back of these instructions.** Complete form and click "Next".
 - 10) Review your transcript order.
 - 11) Enter your credit card information.
 - 12) Select "PaperlessSignature"
 - 13) Your transcript will usually be sent to the email address you provide within 24 hours.
 - 14) If you have any questions, please feel free to call the OCS office or the Registrar's office.
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