

Keuka College Online Transcript Request Instructions International Students

Go to the college website:

1. Keuka.edu

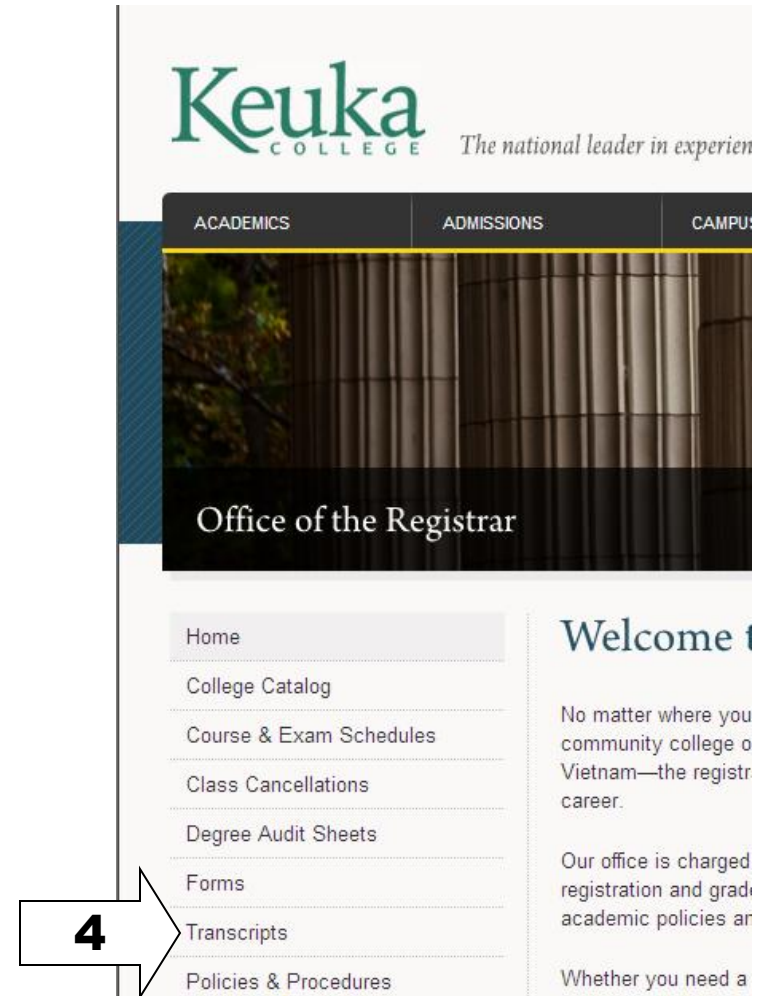


Click on:

2. Academics

3. Registrar's Office

4. Transcripts



Click on:
5. Order your transcript now

Office of the Registrar

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Transcripts

The Keuka College registrar's office permanently maintains a student's academic and co-curricular transcripts. Requests for transcripts must be made in writing; phone requests will not be accepted.

Types of Transcripts

- **Official:** Signed by the registrar and imprinted with the College's seal; sent directly to another education institution, official agency, potential employer or provided to the student in a sealed envelope.
- **Unofficial:** Issued to the student for personal use; is not signed by the registrar nor imprinted with the College's seal. Note: current students may stop by the registrar's office to pick up a copy of their completed coursework.

Holds must be removed from your student account before a transcript will be released.

Request Your Transcript

There are several ways to request your transcript.

Online

Keuka College has authorized the National Student Clearinghouse to provide transcript orders online. **If you wish to pay by credit card, you must use this secure site.** [Order your transcript now.](#)

The National Student Clearinghouse provides [online ordering service](#) for Keuka College students and alumni 24 hours a day, 7 days a week. In addition to the convenience of credit card payment, the online service provides e-mail notifications as orders are received and processed by the registrar's office.



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Welcome to Transcript Ordering!

PLEASE NOTE: All financial accounts must be cleared before your transcript can be processed.

If you require an additional form, please note that in the "Special Instructions" area. You will need to fax the form directly to the Keuka College Registrar's Office at 315-279-5294.

Transcripts can be ordered online using any major credit card. Your card will be charged when your school sends your transcript(s). Order updates will be emailed to you. You can also track your order online.

The following is required to order a transcript online:

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

To order a transcript, click



Questions? Check our [Transcript Ordering FAQs](#).

Track Your Order

Your Transcript Order #:

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.



3. Review Order

4. Enter Credit Card

5. Sign & Return Consent

Please enter all the information below:

Items in red (*) are required.

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YOUR PERSONAL INFORMATION

Current Name:

First Name*

Middle Name

Last Name*

Name While Attending School:
(if different from current name)

First Name

Last Name

Date of Birth: *

mm/dd/yyyy (with or without dashes)

Social Security Number: *

You can enter the SSN either with or without dashes, e.g. 123-45-6789 or 123456789.

Confirm Social Security Number: *

Given Name

Family Name

000 + Keuka College ID#

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CONTACT INFORMATION

Please enter a phone number where we can reach you. We will use this number to send you your order confirmation and order status alerts. The National Student Clearinghouse will use this number to send you communications.

Daytime Phone: * For international phone numbers, include the country and area code.

Email: *

Confirm Email: *

Not needed for international students. This is a required field so please add zeros: 000-000-0000

We will contact you by email if necessary

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ENROLLMENT/DEGREE INFORMATION

Are You Currently Enrolled? * Yes No

Please indicate additional attendance information.

Undergraduate

Master's

YES or NO and include years attended

Are You Currently Enrolled at KEUKA COLLEGE?	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Approximate Years of Attendance at KEUKA COLLEGE:	<input type="text"/> <i>Begin Year(yyyy)</i>	<input type="text"/> <i>End Year(yyyy)</i>

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Cancel

Next



1. Enter Personal Info



2. Enter Recipient(s)



3. Review Order



4. Enter Credit Card



5. Sign & Return Consent

Items in red (*) are required.

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RECIPIENT INFORMATION

Hold for pickup

Send to the following address:

Organization or Name of Recipient: *

Attention:

Address 1: *

(overnight/express packages cannot be delivered to P.O. boxes)

Address 2:

City: *

State/Province/Region: * *If the address is outside the US, US territories or Canada, select 'International'.*

-select-

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

Country: * United States

Phone: For international phone numbers, include the country and area codes

(required for overnight/express deliveries)

WHEN do you want the transcript sent?

- select-
- select-
- * Now
- * After Degree Is Awarded
- * After Grades Are Posted
- * Hold For Spring Term Grades
- * Hold For Fall Term Grades

Your first transcript mailed within the US is free, but you will be charged the \$2.25 online processing fee.

Please note that transcripts mailed within the US will cost \$5.00 each + a \$2.25 processing fee (\$7.25 Total)

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DELIVERY OPTIONS

Processing Option: * -select-

Delivery Method: * Mail [Help](#)

Quantity: * 1 copy = \$5.00

Transcripts mailed to international locations will incur an additional \$30 shipping fee (\$37.25 total)

- Delivery Method:** * Express/International - \$30.00
- Quantity:** *
- select-
 - * Express/International - \$30.00
 - Hold for Pickup
 - Mail

Cancel Changes

Save & Add Another Recipient

Next

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1. Enter Personal Info



2. Enter Recipient(s)



3. Review Order



4. Enter Credit Card



5. Sign & Return Consent

Verify your transcript order information before continuing.

To edit your order, click the name of the recipient. To add another recipient, click "Add."

(IMPORTANT: Do not use your browser's back button to add/edit a recipient.)

Remove	Recipient Add	Processing Option	Delivery Method ?	Quantity	Online Processing Fee	Total Fee
Remove	KEUKA COLLEGE	Now	Mail	1 copy = \$5.00	\$2.25	\$7.25
Total Fee for This Order						\$7.25

Cancel Order

Next

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Microsoft Internet Explorer

? HAVE YOU CHECKED YOUR REQUEST?

Click "Cancel" to continue reviewing or change recipient information.

Click "OK" to proceed to the next ordering step (you will not be able to return to this page to add, edit or delete recipients). A confirmation of your order, including the order number, will be displayed and emailed to you when you have completed the order process.

OK Cancel

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Note: The charge for free transcripts will be adjusted by the Registrar's Office before the transaction is finalized. Students are responsible for the \$2.25 Online Processing Fee.



1. Enter Personal Info



2. Enter Recipient(s)



3. Review Order



4. Enter Credit Card



5. Sign & Return Consent

The charge for your transcript will appear on your credit card statement as "Online Transcript Service."

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Items in red (*) are required.

CREDIT CARD INFORMATION

Credit Card Type: * VISA MasterCard American Express Discover

Card Number: *

Card Verification Code: *

Name On Card: *

Expiration Date: * Month Year

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CREDIT CARD HOLDER ADDRESS

Address 1: *

Address 2:

City: *

State/Province/Region: * *If the address is outside the US, US territories or Canada, select 'International'.*

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

Country: *

Phone: * *For international phone numbers, include the country and area/city codes (e.g., 44-202-12345678)*

Place Order

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1. Enter Personal Info



2. Enter Recipient(s)



3. Review Order



4. Enter Credit Card



5. Sign Consent



Please follow the instructions to send your electronic signature.