WHERE DO I GO TO ORDER A TRANSCRIPT?

1. Log in to MyNewSchool

2. Go to the Academics tab

3. Look under Registration Information for Grades/Transcripts
   - Request a Copy of Your Transcript
WHERE ELSE CAN I GO TO ORDER A TRANSCRIPT?

1. Go to The New School website’s Registrar Page

2. Go to the Transcripts tab

3. Look under Obtaining your Transcript

Request transcripts online.
Welcome to Transcript Ordering

The New School has authorized the National Student Clearinghouse to provide transcript ordering via the Web. You can order transcripts using any major credit card. Your card will only be charged after your order has been completed.

Online Ordering Options:

**If you attended prior to the fall of 1992 or the fall of 1995 for Mannes the PDF option is NOT available to you.**

Electronic PDF $4.00 ($1.75 delivery method fee + $2.25 processing fee) After the request is processed your transcript will be electronically mailed. **Make sure your school accepts electronic PDF transcripts as Official** and keep in mind the following when ordering:

- Transcript retrieval link expires after 30 days, even if saved to your computer or forwarded to another party.
- Unlimited views
- Printing is allowed
- Copying is not allowed

Enter the transcript order number sent to you in your order confirmation email and the email address you used to place the order.
Online Ordering Options:

Electronic PDF $4.00 ($1.75 delivery method fee + $2.25 processing fee) After the request is processed your transcript will be electronically mailed. Make sure your school accepts electronic PDF transcripts as Official and keep in mind the following when ordering:

- Transcript retrieval link expires after 30 days, even if saved to your computer or forwarded to another party.
- Unlimited views
- Printing is allowed
- Copying is not allowed
- If you attended prior to the fall of 1992 or the fall of 1995 for Mannes the PDF option is NOT available to you. If you request a PDF copy your order will be cancelled and you will be notified to resubmit your request. These transcripts can only be processed and sent by regular mail.

Mail $6.00 ($3.75 delivery method fee + $2.25 processing fee)
An e-mail notification is automatically generated when a transcript is ordered. Please allow 5 business days for your order to be mailed after you receive the e-mail notification.

Hold for Pick-Up $6.00 ($3.75 delivery method fee + $2.25 processing fee)
An e-mail notification is automatically generated when a transcript is ordered. Please allow 5 business days after you receive a notification e-mail to pick up your transcript.
IMPORTANT INFORMATION

Information you must know before placing your order.

**Uploading Documents**

Do you have documents to include with your official transcript? Select the Upload option to include documents. The Registrar's Office will review the documents and determine if they are appropriate to be sent. If not validated, the documents will not be sent. We will not send resumes, cover letters or another school's transcripts. Some examples of valid documents include: Scholarship applications, AMCAS and LSAT forms etc. The New School assumes no responsibility for the readability of the documents.

**Hold for Degree and/or Grades**

The New School does **NOT** honor requests to hold transcript orders until grades or degrees are posted. Please verify your grades and degree conferral status on MyNewSchool before proceeding with your transcript order. There will be no refunds.

You can pay for your transcript order, 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 updates will be sent to you via email and, if you choose, text messages. You can also track your transcript order online.
REQUIREMENTS

Make sure you have the following requirements before you try to order a transcript.

The following may be required to order a transcript online:

- A major credit or debit card
- An email account
- Your signed consent

Questions? Check Transcript Ordering Help.

Click start when you are ready.
The following may be required to order a transcript online:

- A major credit or debit card
- An email account
- Your signed consent

Questions? Check Transcript Ordering Help.
PERSONAL INFORMATION

Make sure to fill out all boxes with an asterisk (*).
You do not have to fill in anything for this part.
RECIPIENT

Specify the recipient of your transcript.

Select Recipient

Items marked with * are required.

Select A Recipient Type

* Who will be the recipient of your transcript?
  - College or university
    I want my transcript to be sent to a college or university.
  - Educational organization (other than a school)
    I want my transcript to be sent to an educational organization such as LSAC or AMCAS.
  - Business or individual (other than myself)
    I want my transcript to be sent to a business or individual.
  - Me
    I want my transcript to be sent to me or to pick it up in person.

FERPA Compliance

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. To determine whether and what type of a consent form is required, please answer the following question.

* Who is the intended recipient of your transcript? Select

Next  Cancel Changes
RECIPIENT DETAILS

Fill out the details of your transcript recipient.

Check the next slide to see your delivery options.
DELIVERY OPTIONS

Confirm which delivery option you prefer.

**Mail - $3.75**

Please confirm, the delivery option you selected means:
Transcript will be mailed to recipient via regular 1st-class US mail within 5 business days of order.

- Checking this box confirms you have read the delivery method information above.

**Electronic PDF - $1.75**

Please confirm, the delivery option you selected means:
Shortly after your request is processed by your school, your transcript recipient will be emailed a link to a secure Internet page where he or she can retrieve your official transcript. Upon that email notification, your credit card will be charged. The National Student Clearinghouse will guarantee that your recipient is notified that your transcript is ready for retrieval at the email address you provided when you placed the order. However, we cannot be responsible for whether or not your recipient receives and/or is able to access the transcript. Because this is a new technology, we suggest that you contact your recipient and verify that he or she is willing to accept your transcript via this delivery method. The accuracy and correctness of the electronic transcript is solely the responsibility of your school.

- Checking this box confirms you have read the delivery method information above.

**Hold for Pickup - $3.75**

Please confirm, the delivery option you selected means:
This is to inform you that your order with the National Student Clearinghouse Transcript Ordering service has been processed. Your transcript will be ready for pickup at your educational institution within 5 business days of your order.

- Checking this box confirms you have read the delivery method information above.
Do you have documents to include with your official transcript? Select the Upload option to include documents. The Registrar's Office will review the documents and determine if they are appropriate to be sent. If not validated, the documents will not be sent. We will not send resumes, cover letters or another schools transcripts. Some examples of valid documents include: Scholarship applications, AMCAS and LSAT forms etc. The New School assumes no responsibility for the readability of the documents.

Reminder:
- Number of document(s) permitted per recipient: 3
- Supported format(s): DOC, DOCX, PDF
- Maximum file name size: 64 characters

File name(s): Permits alpha numeric characters and non-consecutive periods, dashes, underscore and spaces

Additional Documents:

Choose Files  No file chosen

The National Student Clearinghouse is committed to making its Web site accessible to the widest possible audience, including individuals with disabilities. If you use assistive technology (e.g., screen reader, eye tracking device, voice recognition software, etc.) and experience difficulty uploading additional documents, please contact the school from which you are requesting a transcript for assistance with supplying the documents via an alternative method.

Upload  Cancel
REVIEW YOUR ORDER

Review Your Recipients

Important Information
Verify your transcript order information before continuing. To edit your order, select the recipient's name. To add another recipient, select 'Add Recipient'.

Verify Information

Add Recipient

<table>
<thead>
<tr>
<th>Remove</th>
<th>Recipient Name</th>
<th>Processing Option</th>
<th>Delivery Method</th>
<th>Quantity</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Remove</td>
<td></td>
<td>Now</td>
<td>Electronic PDF - $1.75</td>
<td>1 copy</td>
<td>$4.00</td>
</tr>
</tbody>
</table>

Total Fee for Order: $4.00

Request Order Updates Via Text

Yes, please send me transcript order updates via text message to the following number. (Carrier message and data rates may apply.)

Mobile Phone Number: 000-000-0000
Mobile Phone Carrier: Select

Check Out Cancel Order

THE NEW SCHOOL
PAY FOR YOUR ORDER

Return to the Transcript Ordering Center if you need to make any changes before you process your order.
TRACK YOUR ORDER

Track your transcript after you place your order.

1. Order confirmation page (top right and in red type)

   Order #: 9451
   Order Date: 2/28/2007 2:56 PM ET

2. Subject line of your order confirmation email (and any other emails containing updates on your order).

   Subject: Transcript Order #9451 Order Confirmation

3. Message block of your order confirmation email (near the top of the email).

   This is to confirm your transcript order. Please place the order on the following website:
   http://www.studentclearinghouse.edu

   YOUR ORDER DATE: 02/01/2007 2:56 PM
   YOUR ORDER #: 9451
   RECIPIENT: JANE DOE
   DELIVERY METHOD: Mail
FREQUENTLY ASKED QUESTIONS

- **What do I do if I do not have a credit card?**
  
  If you do not have a credit or debit card, you can use a prepaid Visa or MasterCard gift card to place your order. To ensure a successful transaction, make sure the amount available on the gift card is equal to or greater than the amount you estimate your transcript order will cost.
  
  *The Clearinghouse does NOT accept checks or money orders for transcript requests. If you sent a check or money order, it will be returned to you and your transcript order will be delayed.*

- **How can I cancel my order?**
  
  If you have not returned your signed consent form, enter the transcript order number and your email address then click the arrow button. On the "Track Your Order" page, click the "cancel order" button next to your request. If you have already returned your consent form, contact your school’s registrar office to request that the school cancel your order. The Clearinghouse CANNOT cancel your order.

- **How do I get a copy of the consent form?**
  
  In the "Track Your Order" box, enter the transcript order number and your email address, then click the arrow button. If the consent form for your order is still outstanding, you will see a link to print a copy of your form. If your school allows a paperless consent form option, you will also see a link to sign a paperless consent form.

  The reminder emails we send to you also include:
  
  - A consent form that you can sign and return to us.
  - A link to sign and submit a paperless consent form.

For more FAQ, go to [NSC Help Center](#).