

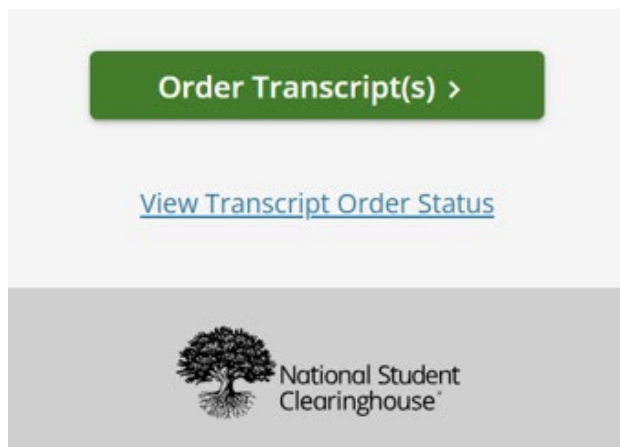
Send An Official Electronic Transcript: National Student Clearinghouse

National Student Clearinghouse website (<https://tsorder.studentclearinghouse.org/school/select>).

If you are ordering a transcript directly from your alma mater, please skip steps 1 & 2 and proceed to step 3.

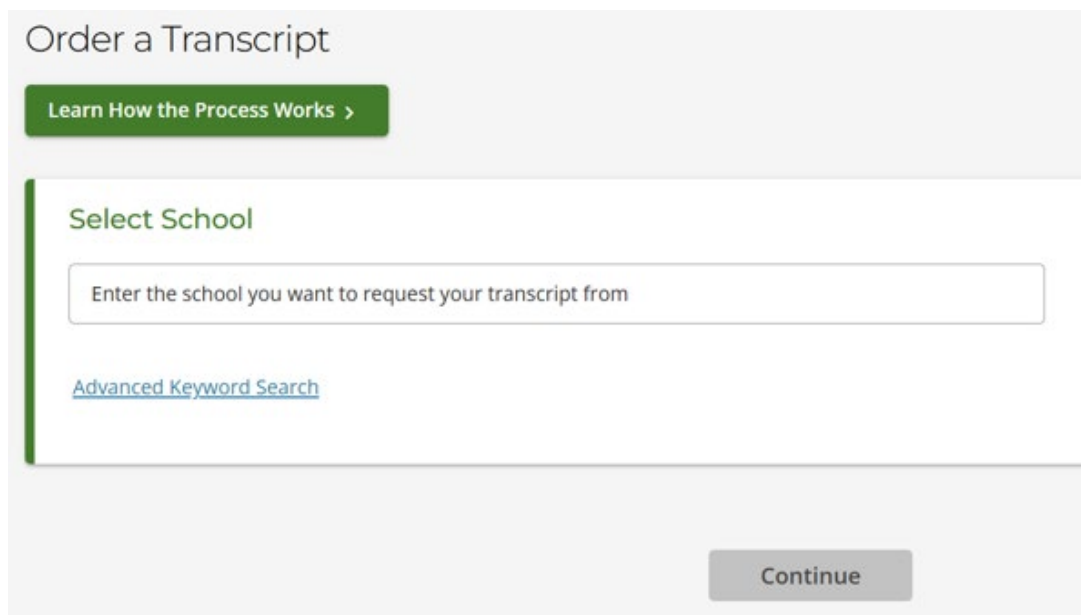
1. "Order Transcript(s)"

To send your official electronic transcript to our UCSD Extended Studies, Education department, you will need to choose the "Order Transcript(s)" option:



2. "Order a Transcript"

Select the school you will be ordering a transcript from (your alma mater / the school where you received your degree):

A screenshot of the "Order a Transcript" form on the National Student Clearinghouse website. The form has a title "Order a Transcript" at the top. Below the title is a green button with the text "Learn How the Process Works >". The main section of the form is titled "Select School" and contains a text input field with the placeholder text "Enter the school you want to request your transcript from". Below the input field is a blue link that says "Advanced Keyword Search". At the bottom right of the form is a grey button with the text "Continue".

3. "Personal Information"

Fill out your personal information to locate your transcript in the system:

1

Enter Personal Information

2

Select Transcript and Delivery Details

3

Confirm Order and Checkout

Personal Information

Personal Information All fields required, unless otherwise indicated

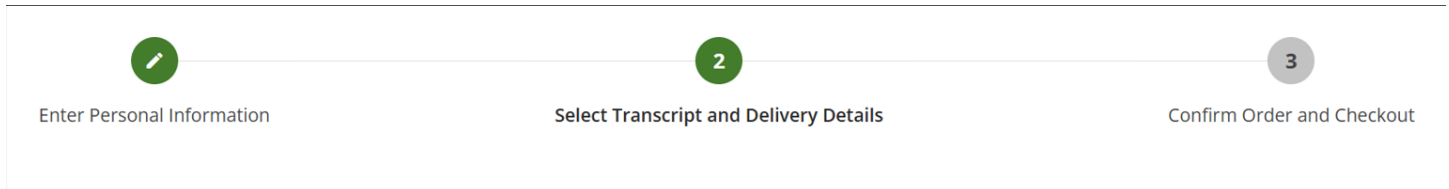


Student Identification Information One of the following is required

Contact Information All fields required, unless otherwise indicated

4. "Select Transcript and Delivery Details"

Select the "Employer or Other" option from within the drop-down menu ("Who are you sending your transcript to?")



Select Transcript and Delivery Details

Recipient All fields required, unless otherwise indicated

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. The type of consent form that is required is determined by recipient type.

Who are you sending your transcript to? ▼

Then type in "UCSD Extended Studies - Education":

Select Transcript and Delivery Details

Recipient All fields required, unless otherwise indicated

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. The type of consent form that is required is determined by recipient type.

Who are you sending your transcript to? ✔ ▼
Employer or Other

Enter Business or Individual's Name ✔
UCSD Extended Studies-|

5. "Processing Details"

Choose the "Current Transcript – Process As Is" option if you are not waiting for additional adjustments to be made to your transcript.

Processing Details All fields required, unless otherwise indicated

When do you want your transcript processed? _____
Current Transcript - Process As Is

NOTE: This option is for students and alumni who want their transcript processed and sent as it is today. It will reflect your grades through your last or latest term.

What type of transcript do you want? _____

6. "Delivery Information"

Choose "Electronic" as your delivery method and accept the terms and conditions:

Delivery Information

How do you want your transcript sent? _____
Electronic

How many copies do you want? _____
1 copy = \$4.60

School's Terms and Conditions:

WGU will upload your transcript to the order within the timeframe indicated on the first page of the ordering process.

I have read and accept my school's terms and conditions for the delivery method of Electronic?

Acceptance to the Terms and Conditions is required.

YES

NO

7. “Provide Delivery Information”

Type in the following “UCSD Extended Studies, Education” specific recipient information:

Send to Name	UCSD Extended Studies – Education
Send to Email Address	submittranscript-debs@ucsd.edu
Confirm Send to Email Address	submittranscript-debs@ucsd.edu

Provide Delivery Information

Send To: UCSD EXTENDED STUDIES-

Send To Information All fields required, unless otherwise indicated

Send To Name

UCSD EXTENDED STUDIES-

Enter the Email Address where you want the transcript delivered.

Send To Email Address

submittranscript-debs@ucsd.edu



Confirm Send To Email Address

submittranscript-debs@ucsd.edu



After you click “Add to Cart” you will follow the prompts to make your payment and complete your request.