

## Concordia College-New York Transcript Ordering Guide

Transcript Order Link – National Student Clearinghouse

<https://tsorder.studentclearinghouse.org/school/ficecode/00355700>

1. Please enter your first name, last name, and date of birth. If your name has changed since attending CC-NY, click **Yes** and enter your previous name.
2. Entering **both** your CC-NY student ID (C number) and your SSN will help us locate your records more easily. If you do not have a C number, or do not remember it, please only enter a Social Security number.
3. Click **Yes** to the question, “Are you requesting a Concordia College-New York transcript?”
4. Click **No** to the question regarding attendance at Concordia University Texas.
5. Please enter your year(s) of attendance at CC-NY.

### Enter Personal Information

Personal Information All fields required, unless otherwise indicated

First Name Student First Name	Middle Name (Optional)	Last Name Student Last Name
Date of Birth 01/01/2000 MM/DD/YYYY	Has your name changed since attending school?	<input type="button" value="YES"/> <input checked="" type="button" value="NO"/>

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### Student Identification Information One of the following is required

Student ID C000000 Dashes are not allowed	Confirm Student ID C000000 Dashes are not allowed
OR Social Security Number ***** xxx-xx-xxxx	Confirm Social Security Number ***** xxx-xx-xxxx

Are you requesting a Concordia College-New York transcript?   

Are you currently enrolled at Concordia University Texas?

Year From 2002 YYYY	Year To 2005 YYYY
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6. Please enter your personal contact information.

## Enter Personal Information

### Contact Information All fields required, unless otherwise indicated

Address 1

1234 Main St

Street number and name or PO Box

Address 2

Building, campus box, floor, apt. suite (Optional)

City

Austin

State/Territory/APO

Texas

Zip/Postal Code

78726

Country

United States

Email

no-reply@concordia.edu

Confirm Email

no-reply@concordia.edu

Phone Number

(512) 000-0000

(xxx) xxx-xxxx

To receive NSC Msg updates to this phone number, you must Opt-in by selecting 'YES' below. You may receive up to 5 transcript text status updates for each recipient order. Message and data rates may apply. If text messaging is requested, you will receive an Opt-In confirmation message. For help text HELP. To cease messages, text STOP. Texting STOP will stop all text messages to the Opted-In mobile phone number for all existing transcript orders. Do you agree to Opt-in? [Terms of Use and Privacy Policy](#).

YES

NO

7. Please enter where you would like your transcript sent.

**NOTE:** Selecting the “College or University” or “Education Organization...” option will populate pre-filled institutions to choose from. If your institution does not populate, you may select “Not in List” to manually enter the name of the institution.

**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.

Where do you want your transcript sent?

- College or University
- Education Organization, Application Service, Scholarship and Professional Licensing
- Employer or Other
- Myself

8. When asked how you would like your transcript processed, please select **Current Transcript – Process As Is.**

**Select Transcript and Delivery Details**

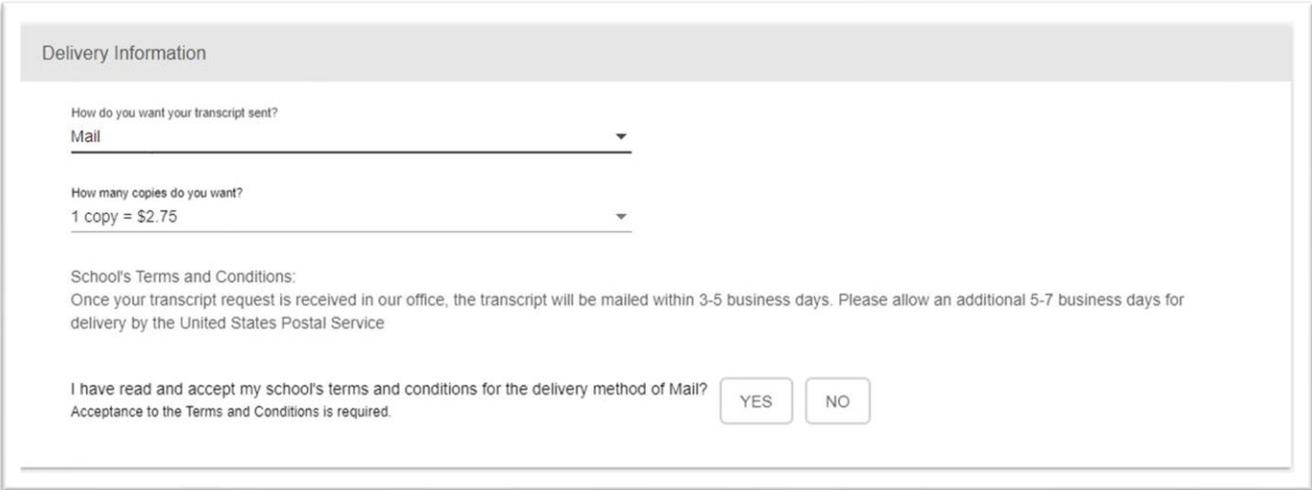
Recipient: STUDENT FIRST NAME STUDENT LAST NAME

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.

<p>9. Finally, when asked how you want the transcript delivered, you may only select "Mail." CC-NY transcripts cannot be sent electronically under any circumstances.</p>	
<p>10. Select the number of copies you wish to order and acknowledge the terms of conditions.</p>	
<p>11. Enter the recipient delivery information.</p> <p><b>NOTE:</b> Depending on your selection when asked for the recipient type (step 7), some of the information on this screen will auto-populate and cannot be edited.</p>	
<p>12. After reviewing the Checkout page, please click the green <b>Checkout</b> button to enter your payment information.</p>	