



# How to Request an Official Transcript Online



Step 1: Go to [www.carlalbert.edu](http://www.carlalbert.edu). Select "Admissions," then "Transcript Request."

<h3>Admissions</h3> <ul style="list-style-type: none"> <li>Admissions</li> <li>Apply Online</li> <li>Student Forms</li> <li>Cost of Attendance</li> <li><b>Transcript Request</b></li> <li>Schedule a Tour</li> <li>Virtual Video Tour</li> <li>Veteran Students</li> <li>College Credit (for High School Students)</li> <li>Testing</li> </ul>	<h3>Enrollment</h3> <ul style="list-style-type: none"> <li>Enrollment</li> <li>Enrollment Calendar</li> <li>Enrollment Staff</li> <li>Course Schedule</li> </ul> <h3>Transfer Center</h3> <ul style="list-style-type: none"> <li>Transfer Center</li> <li>Transfer Institutions</li> <li>Transfer Appointments</li> <li>Equivalency Guide</li> </ul>	<h3>Financial Aid</h3> <ul style="list-style-type: none"> <li>Financial Aid</li> <li>Financial Aid Forms</li> <li>Financial Aid Policies</li> <li>Financial Aid Grants</li> <li>Financial Aid Loans</li> <li>Student Work Study</li> <li>Other Financial Aid</li> </ul> <h3>Scholarships</h3> <ul style="list-style-type: none"> <li>Scholarship Programs</li> <li>Scholars Program</li> </ul>
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Step 2: Click "Order Transcript Online". This will take you to the National Clearing House website.

*The Office of Admissions & Records is the official keeper of student academic records and is responsible for maintaining and releasing the student's record. Per Family Educational Rights and Privacy Act of 1974 (Buckley Amendments) or FERPA, the college will not release student information to any third party without the written consent of the student. — Therefore, all requests for a transcript must be done with the student's signature permission to do so.*

## Order a Transcript Online

An electronic transcript delivery service is now available at CASC. Students may order a transcript for a small fee using the National Student Clearinghouse (NCL) services for ordering and tracking. While this paid service is quicker than standard transcript mail order service, overnight IS NOT guaranteed or advertised.

Order Transcript Online

Step 3: Type in "Carl Albert State College" in the "Select School" box.

The screenshot shows a web browser window with the URL [tsorder.studentclearinghouse.org/school/select](https://tsorder.studentclearinghouse.org/school/select). The page title is "Transcript Ordering Center". Under the heading "Order a Transcript", there is a "Select School" dropdown menu. The text "Enter the school you want to request your transcript from" is above the dropdown. The selected option is "Carl Albert State College". Below the dropdown is a link for "Advanced Keyword Search". At the bottom of the form is a green "Continue >" button. A large yellow arrow points down to the "Select School" dropdown.

**Step 4: Read the "School Notifications" and "Clearinghouse Notifications" then click "Order Transcript(s)"**

**School Notifications**

Welcome to Carl Albert State College!

When ordering a transcript for electronic delivery, please allow 3-5 business days for processing and delivery of your transcript to another college/agency. If transcripts are to be mailed, then, allow 5-7 business days for processing and mailing. Please note, processing may take longer at the end/beginning of the semester and during the summer office hours.

Transcript can not be mailed or electronically delivered for students with a business office hold or financial aid hold. Once holds are removed, transcript orders can be processed.

If you attended before 1982, you will not be able to order an electronic transcript. Instead, you must order a paper transcript for mail delivery. Download the Standard Transcript Request form on our website at: <https://www.carlalbert.edu/transcript-request>. Please allow 5-7 business days for processing and mailing.

If you have any questions, email [admissions@carlalbert.edu](mailto:admissions@carlalbert.edu).

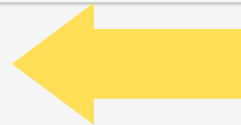
Thank you.

Office of Admissions Staff

**Clearinghouse Notifications**

Payment will be accepted, 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 Transcript\(s\) >](#)



[View Transcript Order Status](#)

**Step 5: Enter your current personal information and answer the questions.**

Enter Personal Information

**Personal Information** All fields required, unless otherwise indicated

First Name  Middle Name  Last Name

(Optional)

Date of Birth   
MM/DD/YYYY

Has your name changed since attending school?

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

Student ID  Confirm Student ID   
Dashes are not allowed Dashes are not allowed

OR

Social Security Number  Confirm Social Security Number   
XXX-XX-XXXX XXX-XX-XXXX

Are you currently enrolled at Carl Albert State College?

[Cancel Order](#)

[Continue](#)

If you had a different name while attending Carl Albert State College please select "Yes" and enter your other name. If you did not have a name change please select "No".

My name while attending school

<input type="text" value="First Name"/>	<input type="text" value="Middle Name"/> <small>(Optional)</small>	<input type="text" value="Last Name"/>
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If you are a current student select "Yes". Next, click the "Continue button".  
If you are not a current student please select "No" and put the year you started and the year graduated or stopped attending. Next, click the "Continue button".

Are you currently enrolled at Carl Albert State College?

<input type="text" value="Year From"/> <small>YYYY</small>	<input type="text" value="Year To"/> <small>YYYY</small>
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### Step 6: Enter your current contact information.

Enter Personal Information

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

<input type="text" value="Address 1"/> <small>Street number and name or PO Box</small>	
<input type="text" value="Address 2"/> <small>Building, campus box, floor, apt, suite (Optional)</small>	
<input type="text" value="City"/>	<input type="text" value="State/Territory/APO"/>
<input type="text" value="Zip/Postal Code"/>	<input type="text" value="Country"/> <small>United States</small>
<input type="text" value="Email"/>	<input type="text" value="Confirm Email"/>
<input type="text" value="Phone Number"/> <small>(XXX) XXX-XXXX</small>	

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](#)

Allow the school to use this information to update their records?



You have the option to receive text message updates and have your information updated with the school.

**Step 7: Next, you will select whom you are sending the transcript.**

## 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?

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

**If you select "College or University" You will need to select the State the College/University is in, the name of the College/University, and what department the transcript needs to be sent 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?

College or University

Country

United States

State/Territory/APO

Oklahoma

Enter and select the school you are sending your transcript to

Southeastern Oklahoma State University

[Advanced keyword search to find school](#)

Department

Registrar's Office

Cancel Order

Continue >

**If you select “Education Organization, Application Service, Scholarship and Professional Licensing”  
You will need to select the name of the organization and the department.**

## 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?

Education Organization, Application Service, Scholarship and Professional Licensing

Select Organization

Pearson

Department

Accelerated Pathways

Cancel Order

Continue >

**If you select “myself” then just click “Continue”.**

## 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?

Myself

Cancel Order

Continue >

## Step 8: Select how you want the transcript processed and why are needing the transcript

**Processing Details** All fields required, unless otherwise indicated

When do you want your transcript processed? \*

Error: When do you want your transcript processed? is required

Why are you ordering your transcript? \*

Error: Why are you ordering your transcript? is required

When do you want your transcript processed? \*

Current Transcript - Process As Is

After Degree Is Awarded

After Grades Are Posted

Error: why are you ordering your transcript? is required

## Step 9: Select how you want your transcript to be sent and the number of copies if you select "Mail" or "Hold for Pickup". \*Transcripts are \$5.25 each\*

**Delivery Information**

How do you want your transcript sent? \*

Error: How do you want your transcript sent? is required

**Delivery Information**

How do you want your transcript sent? \*

Electronic

Mail

Hold for Pickup



## Step 10: Accept the Terms and Conditions

### Delivery Information

How do you want your transcript sent?

Electronic

How many copies do you want?

1 copy = \$5.25

#### School's Terms and Conditions:

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 retrieves or accepts 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.

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

## Step 11: Verify Your "Send To" information is correct and click "Add to Cart"

### Provide Delivery Information

Send To:



#### Send To Information All fields required, unless otherwise indicated

Send To Name

Enter the Email Address where you want the transcript delivered.

Send To Email Address

Confirm Send To Email Address

< Previous

Cancel

Add to Cart >

## Step 12: Click "Checkout"

### Checkout

#### Pending Order Details

Add Recipient +

[Edit](#) [Remove](#)

Recipient:  
Email:

Total Fee for this Recipient: \$5.25

Processing Option: Current Transcript - Process As Is  
Delivery Method: Electronic **1**  
Quantity: 1 copy  
Transcript Quantity Fee: \$5.25

Total Fee for Order: \$5.25

Cancel Order

Checkout >

### Step 13: Sign the Consent Form, Accept the Signature, and click "Continue"

**Electronic Consent Form**

The fastest way to submit your consent form is electronically. Use your finger or mouse to draw your signature in the box. After you submit your signature, you may download a signed copy of the consent form for your records prior to providing payment in the next step.

Need Help Signing? ⓘ

Sign Here

Sign Here

Signature Date:

By submitting this signature, I certify that I am the above-named student and my electronic signature provided on this form is authentic and has the same validity and legally binding effect as signing this consent form by my hand in ink.

Clear Signature    Accept Signature

**Printable Consent Form**

You must **'Continue'** to the payment page after downloading the consent form to complete this order. If you do not continue to payment, your order will NOT be processed.





If you would prefer to provide a signed paper copy, you may [download a copy of the consent form](#) and either mail a copy to National Student Clearinghouse or provide a scanned copy in an e-mail attachment. Your order will be canceled if a consent form is not received within 30 days.

Cancel Order    Continue

### Step 14: Put in your card information and click "Submit Order"

**Payment Details** All fields required, unless otherwise indicated

Accepted Credit Cards:

Card Holder Name:     Card Number:

Expiration Date:     CVV:

Do you want to use your contact address as your billing address?  YES  NO

Address 1:

Street number and name or PO box

Address 2:

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

City:     State/Territory/MP:

Zip/Postal Code:     Country:

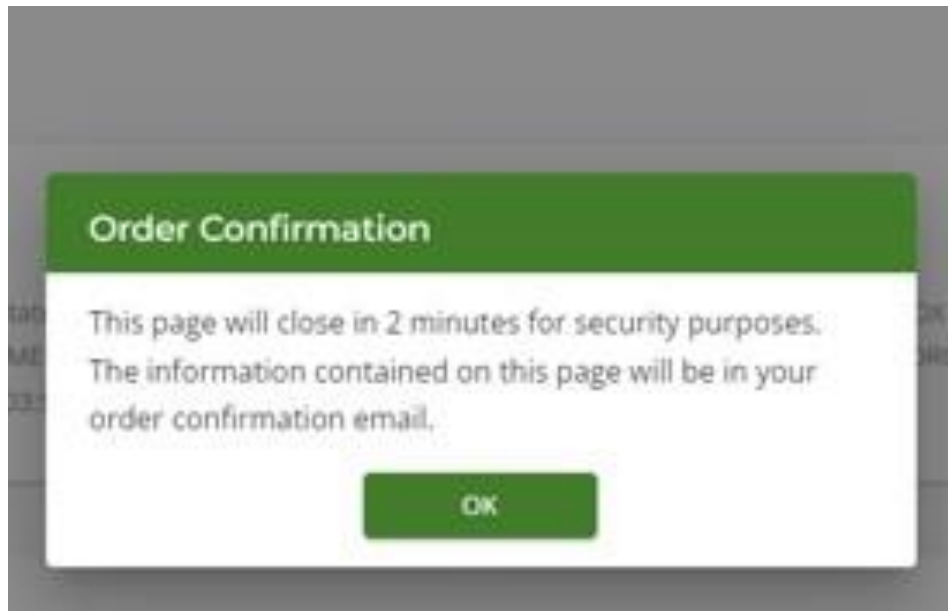
Selecting "Submit Order" will transmit your payment information to [First Data Corp](#), a third party payment processing provider. First Data will only share your name, address, or email address with National Student Clearinghouse.

**Total Fees for Order: \$5.25**

Cancel Order    Submit Order >



Step 15: After clicking "Checkout" you will be sent to the "Order Confirmation" page. It will allow you two minutes to review the screen before you will be timed out.



Order Confirmation

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**Requestor Information**

Order Number:	Credit Card:
School:	Billing Address:
Name:	
Order Date:	

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**Recipient Order Details**

<b>Recipient:</b>	<b>Total Fee for this Recipient:</b>	\$5.25
<b>Email:</b>	<b>Processing Option:</b>	Current Transcript - Process As Is
	<b>Delivery Method:</b>	Electronic ⓘ
	<b>Quantity:</b>	1 copy
	<b>Transcript Quantity Fee:</b>	\$5.25

**Total Fee for Order: \$5.25**

Your credit card will not be charged until transcript(s) are sent. The charge for this transaction will appear on your credit card statement as 'Transcript Order from College or University'. An order confirmation will be sent to [redacted]. Thank you for your order!

