How to Order Transcripts Online

A guide to requesting your transcripts online
Where to order a transcript

- Current WesternU students and alumni can order transcripts via BanWeb using their student ID number and PIN or directly through the National Student Clearinghouse.

- If you are having difficulties accessing the system, please contact the Registrar’s Office at 909-469-5491 or registrar@westernu.edu.
Accessing the Clearinghouse Screen

1. Log in to BanWeb with your student ID and PIN
   • Enter the following Menu options:
     • Student Services Menu > Student Records Menu > Request Transcripts
   • In the Request Transcripts screen, click on the Clearinghouse secure site link.
   • Click the green start button to begin the transcript ordering process.

OR

Order directly through the National Student Clearinghouse
*You will be prompted to sign a consent form at the end of the ordering process if you did not sign in through BanWeb.
Enter your contact information

Transcript Ordering Contor

Accessibility  Help  Log Out

Enter Personal Info  Select Recipient  Enter Recipient Details  Review Order  Enter Payment Info  Sign Consent

Additional Information
Items marked with * are required.
Contact Information

Your school would like you to provide the following additional contact information to assist them in fulfilling your request.

* Address 1:  
Address 2:  
* City:  

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

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

Country:  United States  

Enrollment/Degree Information

* Are you currently enrolled at Western University of Health Sciences?  ○ Yes  ○ No

Next  Cancel Order
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]
Delivery Options and Class Rank

Transcript Ordering Center

Enter Recipient Details
Items marked with * are required.
Recipient

* Name of Recipient: 

Delivery Options

* Transcript Processing: Your school offers rush processing of transcript orders. Rush processing means that your order will be processed by the Registrar’s Office faster than other orders during normal business hours. If your transcript is being sent by first class mail, the delivery time will not be shortened by selecting rush processing. Please indicate if you would like standard or rush transcript order processing:
- Standard Processing
- Rush Processing

* Delivery Method: Select
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 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.

Attach Additional Documents

Additional Documents
Optional: Select upload to add documents(Maximum: 2) to your transcript request
Supported file type(s): .JPG, .JPEG, .GIF, .PNG, .TIFF, .BMP, .EPS, .AI, .PDF, .ZIP, .DOC, .DOCX
File name(s): Permits alpha numeric characters and non-consecutive periods, dashes, underscore and spaces

Processing Timeline

* Processing Option: Select

Save & Add Another Recipient | Next | Cancel Changes
Delivery Options

• If you are ordering transcripts for VSAS, please be sure to list “VSAS” as the recipient. Use WesternU's mailing address as recipient address.
• The delivery methods available will change according to the transcript type you selected.
  • Transcript fees are associated with the delivery method:
    • Regular Processing (Mail, Pick-Up, Fax) $10.00
    • Electronic PDF Processing (Email) $11.75
      (Not available for VSAS or DPM Clerkships)
    • Next-Day Service (Mail, Pick-Up, Fax) $21.00 (processed next-day; sent via first class mail)
    • Next-Day Service (Federal Express) $25.00 (processed next-day; sent via Federal Express)

*Note: These prices do not include any additional processing fees that may be charged by the National Student Clearinghouse.
Ordering a Class Rank

• Students who wish to include their class rank with their transcript request must first download the **CLASS RANK** form from the Registrar’s Office Website.

• Complete and save the Class Rank form to your computer.

• Upload the completed form as an attachment on the Delivery Options screen

• Include any special instructions to your order if applicable.
Review your order

- Verify that your transcript order information is correct before continuing to the payment screen.
- Include your mobile phone number on this screen if you would like to receive transcript order updates via text message (Message and data rates may apply).
- Click Check Out to proceed to payment screen.
Enter Payment Information

• Enter your payment information on the Credit Card payment screen
• Your credit or debit card is not charged until your transcript request is processed. If you are using your debit card, your bank may put a hold on your funds when we pre-authorize your payment.
• Sign the consent form if you are accessing the transcript ordering center outside of BanWeb.
• Print and keep a copy of the confirmation page for your records.
• Students will be notified via the email address provided in their transcript order when requests are ready.
Questions?

• For questions regarding your transcript order, please contact our office at (909) 469-5491 or at registrar@westernu.edu.