

## Viewing/printing your Unofficial Transcript

The Office of the Registrar recommends that you review your unofficial transcript prior to ordering your transcript. Information regarding how to view/print your unofficial transcript can be accessed via the Office of the Registrar's website: <https://www.westernu.edu/registrar/records-forms/order-transcripts-and-class-ranks/>

## Official Transcript Pricing Information

The Office of the Registrar recommends that you review the Transcript fees webpage prior to ordering an official transcript.

## How to Order an Official Transcript

1. Log in to your student **My Portal** account (<https://my.westernu.edu>). Please note that this login is the same as your WesternU email account. Alternatively, you can order an official transcript directly through the National Student Clearinghouse (<https://getmytranscript.com>)
2. If you are ordering through the **My Portal**: Within the **Review/Order Student Records** card, select **Request Official Transcript**. You will be redirected to the National Student Clearinghouse. Please see instructions below.
3. Enter and select "Western University of Health Sciences" in the **Select School** field and press the green continue button. Before you can proceed with ordering an official transcript you will be given detailed information regarding processing times, delivery options, class ranks, the refund policy, etc. **Please review this page closely**. Once you've read all the notifications, please click the green **Order Transcript(s)** button to continue.
4. Enter your personal and student identification information in all required fields. Once all items are inputted, click **Continue**.
5. Enter your contact information. Once all items are inputted, click **Continue**.
6. You will need to designate who you are sending your transcript to (the recipient). There are four options – please review them below. Once you've selected your recipient, please click **Continue**.
  - a. College or University – this option should be selected if you are sending your official transcript to another institution. You will be asked to identify the county and state of the institution, and then you will be given option to input the name of the institution.
  - b. Education Organization, Application Service, Scholarship – a drop down menu of all default organizations and services will appear, and you will need to select which you would like to send your transcript to. Once you select an organization you may see a new field populate with a field to enter additional information. If you do not see the organization or servicer you are seeking, please select Not in List and input the servicer manually.

- c. Employer or Other – this option should be selected if you are sending to a specific individual (including your employer) other than yourself. You will be required to input the Business or Individual’s name prior to proceeding
  - d. Myself – this option should be selected if you are ordering a copy of your official transcript for your own personal review
7. You will next need to input processing details. There may be up to three options to select for ‘When do you want your transcript processed’: (a) current transcript – process as is, (b) after grades are posted, or (c) after degree is posted. Please note that if you select to hold your official transcript for final grades or degree, your order will be placed on hold and dependent upon the date of your order, the National Student Clearinghouse system may attempt to hold processing beyond the term you are ordering the official transcript. It is recommended that you monitor your order status once your final grades are received.
8. You will next need to input **delivery information**. There are two options to select for ‘How would you like this to be process’: (a) standard processing (3 to 5 business days) or (b) rush processing (1 business day). Please be mindful of the Registrar Office’s hours of operations as posted on our website prior to selecting rush processing to ensure that you understand when the request will be processed. As mentioned in step 3, it is also important that you’ve reviewed the detailed information page prior to ordering to ensure there are no temporary delays in processing or office closure(s) that may impact your request. Also please note that rush transcripts cannot be delivered to a PO Box – please do not select rush processing if you are sending your document to a PO Box as you will not be eligible for a refund and your document will be sent by USPS Priority Mail.
9. You will next need to select from one of three options to identify ‘how you want your transcript sent’: (a) electronically, (b) mail or (c) hold for pickup. There is an additional charge for an electronic transcript (\$1.00), and you will only be able to send 1 copy per order. There is no additional charge for mail or pick-up transcripts, and you will be able to order up to ten copies per request (each transcript is a separate charge of \$10.00). Official transcripts that are held for pick-up can be retrieved from the Office of the Registrar during normal hours of operations (as posted on our website). You will be required to confirm that you have read and accept WesternU’s terms and conditions for delivery by selecting Yes under the **School’s Terms and Conditions** Section.
10. If you require an additional document included with your official transcript, you will need to add the file by selecting the green “**Add File (+)**” button in the **Upload Attachment** field. If you require your class rank to be sent with your official transcript, you will need to upload it through this field. Your class rank can be requested through the You Portal (Click the **Registrar Office** link located on the menu-bar and then click the **Class Rank Request** under the **Authorization Forms** menu. If you are not uploading an attachment, please skip this section.

11. Once all transcript and delivery details have been selected and inputted, click **Continue**
12. You will next update recipient delivery information. Please be sure to complete all required fields and review them closely for accuracy. Once you have confirmed everything is accurate, click the **Add to Cart** button.
13. You are now provided with pending order details. Please be sure to review closely. Once you have confirmed everything is accurate, click the **Checkout** button.
14. Prior to checking out you will be required to submit a signed consent form. You will be given the option to complete this electronically (recommended). Once you have adequately provided consent, you will be given the option to continue by clicking the **Continue** button.
15. The final step of the process is inputting payment details. Please be sure to complete all required fields and review them closely for accuracy. Once you have confirmed everything is accurate, click the **Submit Order** button.