


1. Log in to [BanWeb](#) or order directly through the [National Student Clearinghouse](#).
2. Via BanWeb:

Select **Student Services Menu> Student Records Menu>Request Official Transcripts>Clearinghouse secure site.**

National Student Clearinghouse eTranscript

Western University of Health Sciences has authorized the National Student Clearinghouse to provide transcript ordering via the Web. You can order transcripts using any major credit card. Your card will only be charged after your order has been completed.

- To order an official transcript(s), login to the [Clearinghouse secure site](#). 
- The site will walk you through placing your order, including delivery options and fees. You can order as many transcripts as you like in a single session. A processing fee will be charged per recipient.
- Order updates will be emailed to you. You can also track your order online.

Click the green “start” button to begin the ordering process.

3. Enter your personal information in all required fields. You will need to provide either your student ID or social security number in the “personal identifiers” fields. Click Next.
4. Enter your contact information in the next field. Click Next.
5. Select recipient type. Click Next.
6. Select delivery method, number of transcripts requested, and processing timeframe.
***To include a class rank with your transcript, upload completed [CLASS RANK form](#).**
Click “Save & Add Another Recipient” if you would like to order another transcript. Otherwise, click Next.
7. Verify information and enter mobile phone number if you would like to receive text message alerts.
8. **Please review your request for accuracy before clicking the ‘Check Out’ button. Requests cannot be changed once they have been submitted.**
9. Enter payment information (your credit card will not be charged until your order is processed). If you are using your debit card, your bank may put a hold on your funds when we pre-authorize your payment.
10. Sign and submit consent form if you did not access the transcript ordering center from BanWeb.

Note: If you select **Rush Processing** your transcript request will be processed in accordance with the delivery method you select. If you select **After Grades are Posted** your transcript request will not be processed until **ALL** grades for the current semester have been received for your class/year. If you select **After Degree is awarded** your transcript request will not be processed until you have completed all degree requirements.

Ordering a Transcript or Class Rank

To print your unofficial transcript:

1. Log into BanWeb
2. Select **Student Services > Student Records Menu > View Unofficial Transcript**
3. Select program type and click submit.

To order a class rank:

1. Complete the [Class Rank Form](#) and include it as an attachment with your transcript order.

Class rank is not available for the following programs:

- DO 3rd Year Osteopathic Manipulative Medicine Fellows
- DO 4th Year Osteopathic Manipulative Medicine Fellows
- MSHS
- Non-Degree DPT
- Non-Degree MSHS
- PharmD (Classes previous to 2008)
- Transfer students

Price list according to transcript type and delivery method:

(Additional National Student Clearinghouse processing fees may apply)

Transcript Type:	Delivery Method:	Fee:
Official Transcript	Regular Processing	
-Official Transcript	1 st Class Mail, Pick-Up, Fax	\$10.00
-Official Electronic PDF Transcript	Will be emailed to recipient	\$11.75
Official Transcript	Next Day Service (processed next day)	Fee:
-Official Transcript	1 st Class Mail	\$21.00
	Pick-Up	\$21.00
	FAX	\$21.00
	FedEx	\$25.00
Class Rank	Regular Processing	
*Must include completed Class Rank Form as an attachment with transcript order	1 st Class Mail	No Charge
	Pick-up	
	FAX	
	ERAS (COMP Students Only)	
VSAS Transcript		
-Official Transcript	Regular Processing Only	\$10.00

If you select Regular Processing as your delivery method for any transcript type, please allow 3-5 business days for processing.

The Registrar's Office is dedicated to assisting you with ordering your transcript.
Please do not hesitate to contact our office at registrar@westernu.edu or 909.469.5491.