How to Order an Official Transcript
(for Current Students Only)
Login to your Student Account from the Campus Portal (my.rockhurst.edu)
Open the Rockweb link on the left
Once logged in choose the Student Tab
Choose National Student Clearing House from the Student list
Please note: For security purposes, by clicking this link you will navigate away from rockweb.rockhurst.edu and move to Clearinghouse.org. This service is offered by the National Student Clearinghouse in cooperation with Rockhurst University. When entering the National Student Clearinghouse website, you will be able to access any of the following options at any time:

- Obtain a free proof of enrollment certificate to print.
- View your enrollment history.
- View all student loan deferment notifications that Clearinghouse has provided to your loan holders.
- View proofs of enrollment that Clearinghouse has provided for you.
- View your specific loan information.
- Order and track transcripts. NOTE: As of August 24, 2011 there is a $7.50 charge for official transcripts.
- Clearinghouse Cost-Saving: For all Clearinghouse transcript orders: $7.50 will be charged for the first official transcript; additional official transcripts that are ordered at the same location: $5.25 charged for each additional official transcript.
- Transcript requests submitted directly to the Rockhurst Registrar's Office: $7.50 will be charged for each official transcript ordered.
- Note: Current students can print unofficial transcripts from their Rockweb account.

Choose Go To National Student Clearinghouse Website
From the National Student Clearinghouse site choose Order or track a transcript.
Welcome to Transcript Ordering!

Please read before proceeding with your order: All Rockhurst University Transcript requests are processed on site at Rockhurst University. Transcripts are processed in the order they are received, within 2-3 business days, unless there is a hold on your account. Transcripts cost $5.25 each plus a $2.25 service fee per recipient.

ALL FAXED OR UNOFFICIAL TRANSCRIPT REQUESTS - PLEASE READ BEFORE PROCEEDING: ALL TRANSCRIPT REQUESTS processed through Clearinghouse are charged. But only UNOFFICIAL TRANSCRIPTS may be sent by FAX. For all UNOFFICIAL or FAXED transcript requests, TO AVOID THE $7.50 TRANSCEPT CHARGE, please print the Transcript form found at http://www.rockhurst.edu/academicregister/forms. Then fax the Transcript Request to the Rockhurst Registrar's fax number found at the bottom of the form. NOTE: your signature is still required on all unofficial transcript requests.

Official Transcript processing time does not include mailing or delivery time. Please allow an additional delivery time of at least 5 business days by the U.S. Postal Service. For Transcripts that are being mailed outside of the local Kansas City area, we also offer the Express delivery option through UPS for an additional fee.

No transcripts are processed or mailed on days the University is closed. Please plan accordingly. You may check the Holiday schedule on the Rockhurst University website.

It is important to note all special information such as DELIVERY METHOD, HOLD FOR DEGREE, and HOLD FOR GRADES.

You may order up to 10 copies of your transcript per request.

Official transcripts are sent directly to a college, employer or its agency and bear the university seal. All transcripts issued directly to students will be marked “Issued to Student.” Some institutions will not accept a transcript as official that does not come directly from the Registrar’s Office.

Please note: if you require that an additional form (e.g. LSDAS, AMCAS, etc) be sent with your transcript you may attach up to two documents to your request. You will be prompted with the opportunity to upload your document while placing your order. The University accepts the following formats, PDF, DOC, and DOCX. The University does not assume any liability regarding the print quality of your document. You should make sure your document is readtable when printed (e.g. font size, quality, image is too blurred or small).

Transcripts can be ordered online using any major credit card (if a cost is involved). Your credit card will be charged when your school sends your transcript(s). Order updates will be emailed to you along with text messages if you desire. You may also track your transcript order online.

The following may be required to order a transcript online:

- A valid major credit card
- An email account
- Your signed consent

Start
Enter your personal information and select next.
Enter your address, check the box that you are currently enrolled and select next.
Select the recipient type then select next

1. Enter Personal Info
2. Select Recipient
3. Enter Recipient Details
4. Review Order
5. Enter Credit Card

**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 education 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? *
Enter recipient information and choose a delivery option select next to continue or you have the option to add another recipient.

See next slide for delivery options

Note: Faxed copies are unofficial.
If you only need an unofficial copy STOP here. Go to http://www.rockhurst.edu/academics/registrar/forms/ to request an unofficial faxed copy free of charge. If you select the Fax option on the Clearinghouse site you will be charged and it will be an unofficial copy. The only option for official will be mail or hold for pickup on the National Student Clearinghouse site.
Once you enter a recipient you will be given the option to attach additional documents and select a processing option.
Verify your order. If you would like to receive a text on the status of your order fill in the needed information.

**Verify your transcript order information before continuing.**

To edit your order, select the name of the recipient. To add another recipient, select "Add."

(IMPORTANT: Do not use your browser's back button to add/edit a recipient.)

<table>
<thead>
<tr>
<th>Remove</th>
<th>Recipient</th>
<th>Processing Option</th>
<th>Delivery Method</th>
<th>Quantity</th>
<th>Online Processing Fee</th>
<th>Total Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Remove</td>
<td>ROCKHURST UNIVERSITY</td>
<td>Now</td>
<td>Hold for Pickup</td>
<td>1 copy - $5.25</td>
<td>$2.25</td>
<td>$7.50</td>
</tr>
</tbody>
</table>

**REQUEST ORDER UPDATES VIA TEXT**

- [ ] Yes, please send me transcript order updates via text message to the following number.
  
  (Carrier message and data rates may apply)

Mobile Phone Number: [ ] 000-000-0000

Mobile Phone Carrier: [ ] Select

[Check Out] [Cancel Order]
Enter payment information and place order

The charge for your transcript will appear on your credit card statement as "College Transcript".

Items in red (*) are required.

CREDIT CARD INFORMATION

- Credit Card Type: [Credit Card Options]
- Card Number: [Input Field]
- Card Verification Code: [Input Field]
- Expiration Date: [Month: Select month, Year: Select]
- Name On Card: [Input Field]

CREDIT CARD HOLDER ADDRESS

- Address 1: [Input Field]
- Address 2: [Input Field]
- City: [Input Field]
- State/Province/Region: [Select]
- ZIP/Postal Code: [Input Field]
- Country: [United States]
- Phone: [Input Field]

[Place Order Button]
You will then be asked to sign your consent