

ELECTRONIC TRANSCRIPT ORDERING

CURRENT & ALUMNI STUDENTS (Class of 2009 - present)

- **Online**
 - **Form:** <http://www.wesleyan.edu/registrar/transreq.html>
 - **Payment Method:** Credit/Debit Card
 - **Transcript Fee:** \$5 per transcript
 - **Processing Fee:** \$2.25 per recipient
 - **Available:** Ordering and tracking 24/7
 - **Delivery Options:** Pick Up, Mail and FedEx
 - **Processing Time:** 5 business days
 - **Consent Form:** n/a if ordered via EP
 - **Holds:** Deans' Office, No Record, Student Account and Student Loan
 - **Hold Notification:** Automated Email from NSC system
 - **Computers:** North College Hall Lobby kiosk

- **In Person (Current Students Only)**
 - **Form:** Available at Registrar's Office
 - **Payment Method:** Student Account charge (**NO cash/checks/debit/credit cards**)
 - **Transcript Fee:** \$5 per transcript
 - **Available:** Ordering Monday-Friday 8:30am-5pm
 - **Delivery Options:** Pick Up and Mail
 - **Processing Time:** 5 business days
 - **Consent Form:** n/a
 - **Holds:** Deans' Office, No Record, Student Account and Student Loan
 - **Hold Notification:** Manual Email from Tracey Stanley

ALMUMNI (pre-Class of 2009) & INACTIVE STUDENTS

- **Online**
 - **Form:** <http://www.wesleyan.edu/registrar/transreq.html>
 - **Payment Method:** Credit/Debit Card
 - **Transcript Fee:** \$5 per transcript
 - **Processing Fee:** \$2.25 per recipient
 - **Available:** Ordering and tracking 24/7
 - **Delivery Options:** Pick Up, Mail and FedEx
 - **Processing Time:** 5 business days
 - **Consent Form:** Electronic paperless signature OR paper form printed off NSC site and faxed to NSC (1-703-742-4238) or scanned to NSC via transcripts@studentclearinghouse.org
 - **Holds:** Deans' Office, No Record, Student Account and Student Loan
 - **Hold Notification:** Automated Email from NSC system
 - **Computers:** North College Hall Lobby kiosk

Click “Sign Paperless Consent Form”.

 1. Enter Personal Info

 2. Enter Recipient(s)

 3. Review Order

 4. Enter Credit Card

 5. Sign Consent

Authorization for Release of Information from Education Records for PAUL TURENNE

IMPORTANT — A signed consent form is required to release your transcript.

Your transcript(s) cannot be sent until we receive your signed consent form. To expedite your transcript delivery we recommend the 'Sign Paperless Consent Form' option. If you choose 'Print Consent Form' option, please sign by hand and date a printed copy of the consent form and return it to us. We will accept a scan of your hand-signed consent form as an email attachment.

IMPORTANT: If we do not receive your consent form within 30 calendar days from the date you submitted your request, your order will be canceled and you will not be charged.



Sign Paperless Consent Form

Print Consent Form

What do I do if I don't have a printer? [Help](#)

Questions? Check [Transcript Ordering Help](#).

1. Using mouse, sign name in box.
2. Click "Save & Preview".
3. Check "By checking this, I certify..."
4. Click "Submit".

Consent to Release Information from Education Records

The undersigned individual authorizes

TO - TEST SCHOOL 3

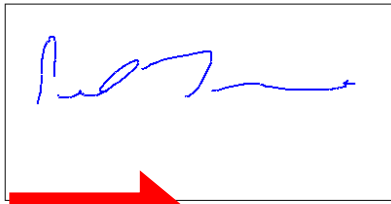
to release the official transcript of his/her education records to the individuals and/or organizations listed below and agrees to the charges on his/her credit card resulting from this order (which will appear on his/her credit card statement as "College Transcript").

Hold for pickup by: PAUL TURENNE

Student Name: PAUL TURENNE

Authorized for Order Number: 4198002

Please Sign Below:



Save & Preview Re-Sign

8/3/2010

Student Signature

Date

By checking this box, I certify that 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.

Submit

Exit

In order to complete your transcript order, you must electronically sign this consent form. When you submit this consent form, we will send you an email confirmation within one hour of receipt.

Instructions to electronically sign this consent form:

1. Use your mouse to sign in the signature box, by holding down the left button of your mouse.
2. Click on 'Save & Preview' button to save and preview your electronic signature. If you are not satisfied, click on 'Re-Sign' button.
3. Check the certification box.
4. Click the 'Submit' button.

The information contained in this transmission may contain privileged and confidential information. It is intended only for the use of the person(s) named above and the National Student Clearinghouse. If you are not the intended recipient, you are hereby notified that any review, dissemination, distribution, or duplication of this communication is strictly prohibited. If you are not the intended recipient, please destroy all copies of the original message.

Click "Next".

 1. Enter Personal Info

 2. Enter Recipient(s)

 3. Review Order

 4. Enter Credit Card

 5. Sign Consent

Authorization for Release of Information from Education Records
for PAUL TURENNE

IMPORTANT — A signed consent form is required to release your transcript.

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IMPORTANT: If we do not receive your consent form within 30 calendar days from the date you submitted your request, your order will be canceled and you will not be charged.

Sign Paperless Consent Form

Print Consent Form

What do I do if I don't have a printer? [Help](#)



Next

Questions? Check [Transcript Ordering Help](#).

Your transcript order is complete.

Current Name: PAUL TURENNE Name While Attending School: Student ID: 123456	School: TO - TEST SCHOOL 3 Order #: 4198002 Order Date: 08/03/2010 1:02 PM ET
Recipient: Hold for pickup by: PAUL TURENNE Processing Option: Now Delivery Method: Hold for Pickup IMPORTANT: Transcript will be available for pickup at the registrar's office within 1 business day of order. Quantity: 1 copy = \$5.00 Online Processing Fee: \$2.25 Total Fee for This Recipient: \$7.25	Recipient:

Total Fee for This Order:

\$7.25

Payment Method Visa Card Number: *****22225 PAUL H TURENNE Expiration Date: 01/2011	Credit Cardholder Address 1615 STANLEY ST RESIDENCE LIFE NEW BRITAIN, CT 06050 860-685-2352	Your Contact Info pturenne@wesleyan.edu 860-685-2352
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Your credit card will not be charged until the transcript(s) are sent.
The charge for this transaction will appear on your credit card statement as "College Transcript".

A copy of this order confirmation will be sent to pturenne@wesleyan.edu.

Done