

TRANSCRIPT INSTRUCTIONS

SVSU has partnered with the National Student Clearinghouse to provide official transcript ordering online.

- Go to www.getmytranscript.com
- Select **Saginaw Valley State University** from the drop down list. Click Submit.
- Next click Start, follow the prompts and fill in the appropriate request information.
- You can order either an **electronic copy for \$9.00** or a **hard copy for \$12.00**.
 - Electronic copies are typically received within 15 minutes (this process may take up to two hours during busy periods) and this services operates 24 hours a day, 7 days a week. If you are sending electronically, make sure you put in the correct email address of where you want the transcript sent (CHECK YOUR SPELLING). If a mistake is made, we are **NOT** able to make the correction, you will have to order a new transcript.
 - Also, be advised that an electronic transcript is **official ONLY to the original person** it is sent to, if you forward it to another person, it is no longer considered official.
- You will be required to sign an electronic consent form during the process using your computer mouse. At this time, the signature feature does not work using a smart phone or tablet. If you do not submit your signature online, you will receive an email notification and be required to download the signature form. You must also be sure to check the acceptance box under your signature before submitting. If you fail to complete this step, your order will not go through.
- Hard copies are processed and mailed within **3-5 business days**. If you request to pick up your transcript at the Registrar's Office, it will also take 3-5 business days before it is available.
- **NOTE:** If you do not know your student I.D number, you use your Social Security Number. This is a secure site.
- You will receive a confirmation email for your order.
- Make note of your Order Number, you can track your order by going back to the National Student Clearinghouse website by typing in your email address and the Order Number.

HOW TO RETRIEVE AN ELECTRONIC TRANSCRIPT

- You will receive four (4) emails.
- The first email will be a confirmation for your electronic signature.
- The second email will be a confirmation email for your order showing your Order Number.
- The third email will provide a password to retrieve your transcript. You will want to copy this password.
- The fourth email will have a link that you need to click on in order to retrieve your transcript. This is where you want to paste the password.
- Electronic transcripts are "Official" only to the person it is sent to. If you print the transcript or forward the transcript electronically, it is **NO LONGER** an official copy.
- You are only given **30 days** to view your transcript, after that it will no longer be available.

Note: If you wish to wait until semester grades are posted or if you are graduating soon and wish to wait until your degree is posted, please make sure you select the correction option when placing your order.