

# Ordering a Transcript from National Student Clearing House



# Step 1.

Enter the school you wish to request your transcripts from.

Order a Transcript

Enter the school you want to request your transcript from

Ocean County College

Ocean County College

# Step 2.

- Enter the requested personal information to find your records.
- Select if you wish to receive paper transcripts or electronic transcripts.

## Enter Personal Information

Personal Information All fields required, unless otherwise indicated

First Name

Ocean

Middle Name

County

(Optional)

Last Name

College

Date of Birth

11/05/1963

MM/DD/YYYY

Has your name changed since attending school?

YES

NO

Student Identification Information One of the following is required

Student ID

0000000

Dashes are not allowed

Confirm Student ID

0000000

Dashes are not allowed

OR

Social Security Number

XXX-XX-XXXX

Confirm Social Security Number

XXX-XX-XXXX

Are you ordering an electronic transcript?

YES

NO



Are you currently enrolled at Ocean County College?

YES

NO

# Step 3.

- Enter your contact information and indicate if you want to opt-in for text status updates.

Contact Information All fields required, unless otherwise indicated

Address 1  
1 College Drive  
Street number and name or PO Box

Address 2  
Building, campus box, floor, apt, suite (Optional)

City Toms River State/Territory/APO New Jersey

Zip/Postal Code 08753 Country United States

Email registrar@ocean.edu Confirm Email registrar@ocean.edu

Phone Number (732) 255-0400  
(XXX) XXX-XXXX

To receive NSC Msg updates to this phone number, you must Opt-in by selecting 'YES' below. You may receive up to 5 transcript text status updates for each recipient order. Message and data rates may apply. If text messaging is requested, you will receive an Opt-In confirmation message. For help text HELP. To cease messages, text STOP. Texting STOP will stop all text messages to the Opted-In mobile phone number for all existing transcript orders. Do you agree to Opt-in? [Terms of Use and Privacy Policy](#)

YES NO

Allow the school to use this information to update their records? YES NO

# Step 4.

Indicate who will receive the transcripts. Choose "Myself" if you are ordering transcripts for your own personal records.

Select Transcript and Delivery Details

Recipient All fields required, unless otherwise indicated

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 educational records. The type of consent form that is required is determined by recipient type.

Who are you sending your transcript to?

- College or University
- Education Organization, Application Service, Scholarship and Professional Licensing
- Employer or Other
- Myself

# Step 5.

If you are sending a transcript to another institution fill out the requested information and correct department. Check with your transferring school to ensure you are sending the transcript to the correct location.

**Recipient** All fields required, unless otherwise indicated

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 educational records. The type of consent form that is required is determined by recipient type.

Who are you sending your transcript to?  
College or University

Country: United States      State/Territory/APO: New Jersey

Enter and select the school you are sending your transcript to  
Kean University

[Advanced keyword search to find school](#)

Department  
Kean at Ocean

# Step 6.

- Choose the time at which you want your transcript processed and indicate the reason why you are ordering a transcript.
- For Students requesting a physical copy of their transcript a shipping charge will be required.

Processing Details All fields required, unless otherwise indicated

When do you want your transcript processed?  
Current Transcript - Process As Is

**NOTE:** This option is for students and alumni who want their transcript processed and sent as it is today. It will reflect your grades through your last or latest term.

Why are you ordering your transcript?  
Transfer

Delivery Information

How do you want your transcript sent?  
Mail/United States

Certified Mail/United States - \$12.00

Mail/International - \$5.00

Express/United States - \$27.00

Express/Canada & Mexico - \$47.00

Express/International - \$60.00

< PREVIOUS CANCEL ORDER CONTINUE

# Step 7.

- Complete the delivery information and indicate the number of copies you wish to send.
- You can add additional files if requested by the transferring institution.
- On the following page you will be asked to complete checkout by entering payment information.

**Delivery Information**

How do you want your transcript sent?  
Electronic

How many copies do you want?  
1 copy = \$3.75

School's Terms and Conditions:  
Your transcript will be sent via Electronic Exchange (ETX).

I have read and accept my school's terms and conditions for the delivery method of Electronic?  
Acceptance to the Terms and Conditions is required.

**Upload Attachment (optional)**

Do you want to send additional documents with your transcript?



**Fee Summary**

Transcript Quantity Fee	\$3.75
<b>Total Fee for this Recipient</b>	<b>\$6.25</b>