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

Ocean County College Date of Birth (Optional) 11/05/1963 Has your name changed since attending school? VES NO Ident Identification Information One of the following is required Student ID Contirm Student ID 0000000 0000000 Dashes are not allowed Dashes are not allowed OR Social Security Number Confirm Social Security Number xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx	First Name	Middle Name	Last Name
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Are you currently enrolled at Ocean County College? YES NO	Are you ordering an electronic transcript? YES	NO	
	Are you currently enrolled at Ocean County College	e? YES NO	

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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	State/Territory/APO	
Toms River	New Jersey	•
Zip/Postal Code	Country	
08753	United States	.
Email	Confirm Email	
registrar@ocean.edu	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		J
YES		

Allow the school to use this information to update their records?

	NO	
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.

College or University

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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.

According to the Family Educational Rig	hts and Privacy Act (F	FERPA), in certain instances, schools	must obtain the student's
release information from his or her edu	cational records. The	e type of consent form that is required i	s determined by recipier
Who are you sending your transcript to?			
College or University			-
Country		State/Territory/APO	
United States	T	New Jersey	*
Enter and select the school you are sending y	our transcript to		
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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 physcial copy of their transcript a shipping charge will be required.

Processing Details All fie	lds required, unless otherwise indicated
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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

D	elivery Information
	Mail/United States
	Certified Mail/United States - \$12.00
	Mail/International - \$5.00
U	Express/United States - \$27.00
	Express/Canada & Mexico - \$47.00
	Express/International - \$60.00

< PREVIOUS

CANCEL ORDER



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 me Acceptance to the Terms and Conditions is required.

Upload Attachment (optional)

Do you want to send additional documents with your transcript?

8

ADD FILE +

Fee Summary

Transcript Quantity Fee	\$3.75
Total Fee for this Recipient	\$6.25

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thod of Electronic? YES NO	
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Provided by <u>Ocean County College</u>

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