



Student Guide

Updated 4/2024

Please Note: Elisabeth Haub School of Law at Pace University transcripts MAY NOT be ordered in this method. To request and

Welcome to Pace University's Online Transcript Ordering!



Ordering Transcripts

Pace University has contracted with The National Student Clearinghouse to handle all transcript requests for current students, former students, and alumni

- o [All transcript requests must be submitted to The National Student Clearinghouse Transcript Ordering Page](#)
- o If you are a

Through the National Student Clearinghouse website, students and alumni can choose between two types of transcripts:

1. A traditional hard copy transcript
 - o Can be sent via regular mail or express mail
 - o For students who attended Pace University prior to 2005, there may be delays in the processing time as these records require additional research
2. An electronic transcript, a certified PDF of your official Pace University transcript
 - o Can be emailed to a university, business, organization, or to any individual with a valid email address
 - o Recipients of the Electronic PDF transcript will receive an email with a secured link, password, and instructions on how to retrieve the document; they will have 30 days to access the link

Begin your order by entering your personal information. The information entered on the first two screens is the contact information that Pace University will use should they need to reach out to you with any questions or issues regarding your order.

You must provide either your student UID Number (ex. U0123xxxx) or your Social Security Number (ex. 123-45-xxxx); you will need to enter this number twice to confirm

Please note: If your name has changed since you attended Pace University and you need your new name to appear on your transcript, you must submit a [General Change Form](#) along with the required documentation prior to submitting your transcript request. Once you receive confirmation that your name has been changed, you may submit your transcript request.

The image shows a three-step process for entering personal information. Step 1 is highlighted with a green circle and contains a form with fields for name, address, and contact information. Step 2 is highlighted with a grey circle and contains a form with fields for UID Number or Social Security Number. Step 3 is highlighted with a grey circle and contains a form with a 'Submit' button. The interface is dark-themed with white text and form fields.

Enter your contact information on this page.

You will receive updates regarding the status of your order to email address you provide here

Please make sure the email address you enter on this page is valid and one that you access regularly.

You can also choose to receive text messages in this section

The screenshot shows a contact information form with the following fields and options:

- Name:** First Name, Last Name
- Address:** Address-1, Street number and name or PO Box, Address-2
- Phone:** Billing, Sample, Fax, Home, Mobile, Office, Other
- City, State, and ZIP:** City, State (dropdown), ZIP
- Country:** Country (dropdown)
- Phone Number:** (dropdown)
- Opt In:** Terms of Use and Privacy Policy (checkbox), Receive text messages (checkbox)
- Buttons:** YES, NO

New York City Campus

Begin Year: YYYY End Year: YYYY (Optional)

Pleasantville Campus

Begin Year: YYYY End Year: YYYY (Optional)

White Plains Campus

Begin Year: YYYY End Year: YYYY (Optional)

Degree / Certificate Title and Award Years

(Optional) YYYY (Optional)

(Optional) YYYY (Optional)

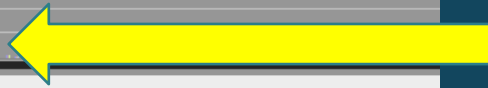
(Optional) YYYY (Optional)

(Optional) YYYY (Optional)

(Optional) YYYY (Optional)

(Optional) YYYY (Optional)

(Optional) YYYY (Optional)



If you are not currently enrolled at Pace University, you will need to provide the approximate years that you attended.

For students who attended Pace University prior to 1985, there may be delays in the processing time as these records require additional research.

Please provide additional information regarding which campus you attended, your degree received, and year awarded, if applicable.

Selecting an institution or organization from the provided list sends the transcript to a predetermined email or address that was provided to the National Student Clearinghouse by the institution or organization.

If your recipient
please type/select _____ to enter the recipient information manually.

The screenshot shows a web form titled "Recipient" with a sub-header "All fields required, unless otherwise indicated." Below the title, there is a large greyed-out area on the left side of the form. On the right side, the form is active and contains the following fields:

- A dropdown menu for "Who are you sending your transcript to?" with "College or University" selected.
- A "Country" dropdown menu with "United States" selected.
- A "State/Territory/APO" dropdown menu with "New York" selected.
- A text input field for "Enter and select the school you are sending your transcript to:" containing the text "No".
- A button labeled "Not in List" below the text input field.

Step 3: Select Transcript and Delivery Details

The screenshot shows a web form titled "Processing Details" with a breadcrumb trail: "All track listings" > "Processing Details" > "Current Transcript - Process As Is". A dropdown menu is open, showing the following options:

- term.
- Why are you ordering your transcript? Employment

Below the dropdown, there is a section titled "How do you want your transcript sent? *". The options are:

- Electronic
- Mail/United States
- Mail/International - \$5.00
- Express/United States - \$39.00
- Express/Canada & Mexico - \$50.00

Delivery fees above are set by the National Student Clearinghouse and are subject to change

If you need to attach additional documents for our office to complete and process along with your transcript, please add them during this step.

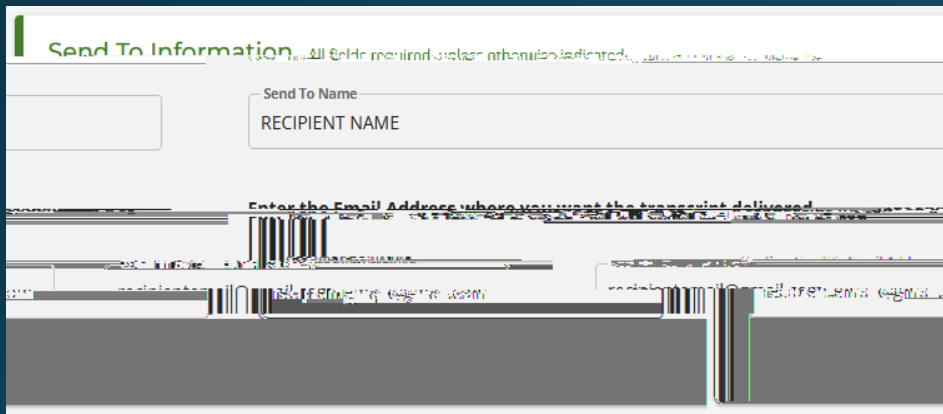
The screenshot shows a web form for transcript submission. At the top right, there is a header that says "BE VERY PROTECTIVE". Below this, there are two dropdown menus: "How do you want your transcript sent?" and "How many copies do you want?". The second dropdown menu shows "1 copy = \$7.25". Below these are sections for "School Name and Conditions" and "Delivery Method". A section titled "Upload Attachment (optional)" contains the question "Do you want to send additional documents with your transcript?". Below this question is a button labeled "Add File" with a plus sign icon. A yellow arrow from the left points to this "Add File" button with the text "ATTACH DOCUMENTS HERE".

Step 4: Recipient Details

Continue entering the recipient details; the following may be required depending on the delivery method:

- Contact person
- Valid email address
- Valid mailing address (domestic or international)

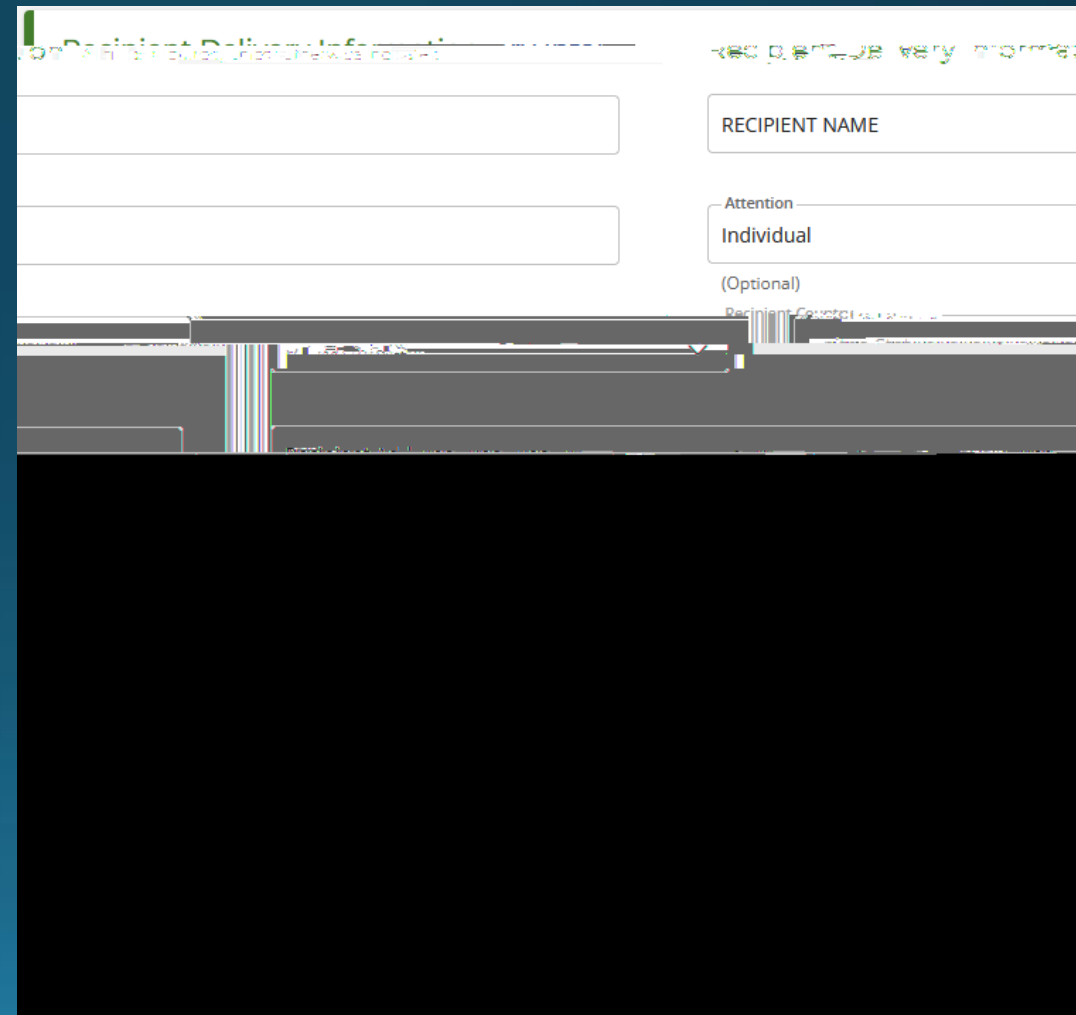
Electronic Delivery: Email Details



The screenshot shows a web form titled "Send To Information". It includes a "Send To Name" field with the placeholder text "RECIPIENT NAME". Below this, there is a section for "Enter the Email Address where you want the transcript delivered" with a corresponding input field. The form is partially obscured by a dark overlay at the bottom.

This section may not be required if you selected your recipient from the Recipient Listing.

Mail/Express Delivery: Address Details



The screenshot shows a web form titled "Recipient Delivery Information". It includes a "RECIPIENT NAME" field. Below this, there is an "Attention" field with the placeholder text "Individual". There is also an "(Optional)" field. The form is partially obscured by a dark overlay at the bottom.

Step 5: Reviewing the Transcript Order

After providing the delivery details, you will be prompted to update your cart

- You will be able to review your order and add the order to your cart
- You still have the option of going back to edit the information you provided

After adding the order to your cart, you will be prompted to the checkout section

- You can press the Checkout button or cancel the order to start over
- You can then submit the payment for the transcript

Order updates will be sent to you via email and, if you choose, by text message

To complete your transcript order, you must sign a consent form to release your information; this authorizes Pace University to send your transcript

- You can choose to sign the consent form electronically as shown on the screenshot to the right or you can choose to download a PDF version of the

Step 7: Adding the Transcript Payment

There is a standard transcript fee of \$7.65 per transcript

There are additional fees for express and international mailing services provided on the [ordering page](#).

These are the ordering options:

- Electronic PDF
- US/International Mail
- US/International Express Mail

Once submitted your order is final and will be sent to the National Student Clearinghouse

You will receive email updates on the status of your transcript

The screenshot shows a payment form titled "Payment Details" with the following fields and options:

- Accepted Credit Cards:** VISA, MasterCard, American Express.
- Card Holder Name:** Input field with a red asterisk.
- Card Number:** Input field with a red asterisk and a masked number "0000 0000 0000 0000".
- Expiration Date:** Input field with a red asterisk and a masked date "MM/YY".
- CVV:** Input field with a red asterisk and a masked number "000".
- Do you want to use your contact address as your billing address?:** Radio buttons for "YES" and "NO".
- Address:** Input field with a red asterisk.
- Street number and name or PO Box:** Input field with a red asterisk.
- City:** Input field with a red asterisk.
- State/Territory:** Input field with a red asterisk.
- Country:** Dropdown menu with "United States" selected.
- Zip/Postal Code:** Input field with a red asterisk.

Additional payment information:

- Payment can only be made by credit/debit card on the National Student Clearinghouse webpage
- You will not be able to complete your order until the payment is submitted
- Your credit or debit card is not charged until your transcript has been sent
- If you use a debit card, your bank may put a hold on your funds when we pre-authorize your payment; please contact your bank for questions about the pre-authorization
- Please see our [Transcript & Verification Page](#) for additional information



You can [track your transcript order online](#) by providing the order number and your email address.

If you have any questions, please contact the [Office of the Registrar/Transcript & Verification Department](#).