

Ordering Online

Transcripts are \$5 each per destination (limit of 10 per destination). For example, two transcripts sent to the same destination is \$5 where two transcripts sent to separate destinations is \$10.
Transcript processing time is 3-5 business days.

The following may be required to order a transcript online:

- ✓ A major credit or debit card
- ✓ An email account
- ✓ Your signed consent

Visit National Student Clearinghouse website at: <http://www.studentclearinghouse.org/>



Select Klamath Community College from the pull down list

* I want to order a transcript from:

Verify you understand the information and understand what is required to order a transcript before clicking Start.

Enter Your Personal Information

- ◆ Name/Birthday
- ◆ ID Number (student ID or Social Security)
- ◆ Phone Number
- ◆ Email Address

Enter Your Contact Information

- ◆ Address
- ◆ Authorization to update records
- ◆ Years of Attendance

Select Recipient Type/FERPA Compliance

Enter Recipient Details

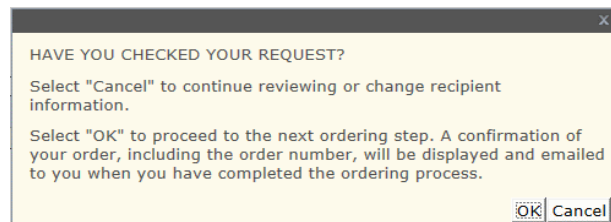
- ◆ Name
- ◆ Transcript Purpose
- ◆ Delivery Method
- ◆ Processing Option

Verify information and Check Out

Enter Payment Information



If you chose the option to pick up your transcript in person, please allow 3-5 business days for processing. Transcripts will be available in the Student Affairs department in Building 3.



Ordering In Person

Transcripts are \$8 per transcript

- ◆ Check in with front desk
- ◆ Pay cashier \$8 per transcript
- ◆ Fill out transcript request form
- ◆ Meet with Student Affairs Rep