Ordering a UMKC Transcript

1. Go to this site: https://www.umkc.edu/registrar/student-records/transcripts.html

   Click on the blue rectangle that says, "order a transcript."

   Transcripts are the only official report of a student's complete academic record. Official transcripts can also be requested to be sent electronically.

   ## Request a Transcript

   Current or former students who have a valid email and a major credit or debit card can order transcripts through the National Student Clearinghouse using the UMKC Transcript Ordering Center.

   Order a transcript

   This will take you to the UMKC page at National Student Clearinghouse

   After reading the information on the first page scroll to the bottom and click on the green rectangle that says "Order Transcript(s)

   ### Clearinghouse Notifications

   Payment will be accepted, if a cost is involved, with any major credit or debit card. Your credit or debit card is not charged until your school sends your transcript(s). However, if you use a debit card, your bank may put a hold on your funds when we pre-authorize your payment. If you have questions on the pre-authorization, please contact your bank.

   Order Transcript(s) >

2. Enter your personal information. If you do not know your UMKC student ID# please enter your social security number.

   ## Student Identification Information One of the following is required

8 Digit Student ID with leading 0, if applica...	Confirm 8 Digit Student ID with leading 0, i...
Dashes are not allowed	Dashes are not allowed

   OR

Social Security Number	Confirm Social Security Number
XXX-XX-XXXX	XXX-XX-XXXX

   Continue to enter your personal information on the next page.

3. Next you will enter information as to who you are sending the transcript to. Your choices are College or University; Education Organization, Application Service, Scholarship and Professional licensing, Employer or Other, Myself.

If you choose College or University, it will prompt you to enter the state of the institution in which you are sending the transcript.

Once the state is entered you can begin typing the name of the school in the box. Once the name appears click on it.

At this point you may get a drop-down box to select the department in which to send the transcript (this depends on how the receiving school has set up their account with National Student Clearinghouse).

4. The next page are the processing details. You will see a box that says, "When do you want your transcript processed?" Here is the drop-down menu for that box:

Processing Details All fields required, unless otherwise indicated

When do you want your transcript processed?

Current Transcript - Process As Is

After Degree Is Awarded

After Grades Are Posted

What type of transcript do you want?

Current Transcript-Process As Is means you want it released the same day you are ordering it because you are not waiting for any grades from classes you are currently enrolled in, or you are not waiting for a degree to be awarded.

After Degree Is Awarded means you are waiting for your UMKC degree to be posted.

After Grades Are Posted means you are enrolled and waiting on your teacher to input grades in Pathway. If you select this option, you will then see this.

Processing Details All fields required, unless otherwise indicated

When do you want your transcript processed?
After Grades Are Posted

NOTE: Your transcript will be sent after you complete the term in which you indicate below you are currently enrolled and your grades have been posted.

Will Be Posted:

Term	Year
(Optional)	YYYY (Optional)

This screen prompts you to put in the term (semester) and year of the grades you are waiting for. If you are in a yearlong course (a class that meets all year both fall and spring semester or August through May) you will enter Fall and the correct year (ex. 2022). If it is a one semester class, you are waiting on grades for put in that semester and year.

This is optional and seems to be the biggest error made when ordering transcripts. If you are not sure of the semester and/or year leave it blank. It will show up on a report in our office and we will release your transcript at the correct time. **When in doubt leave it blank.**
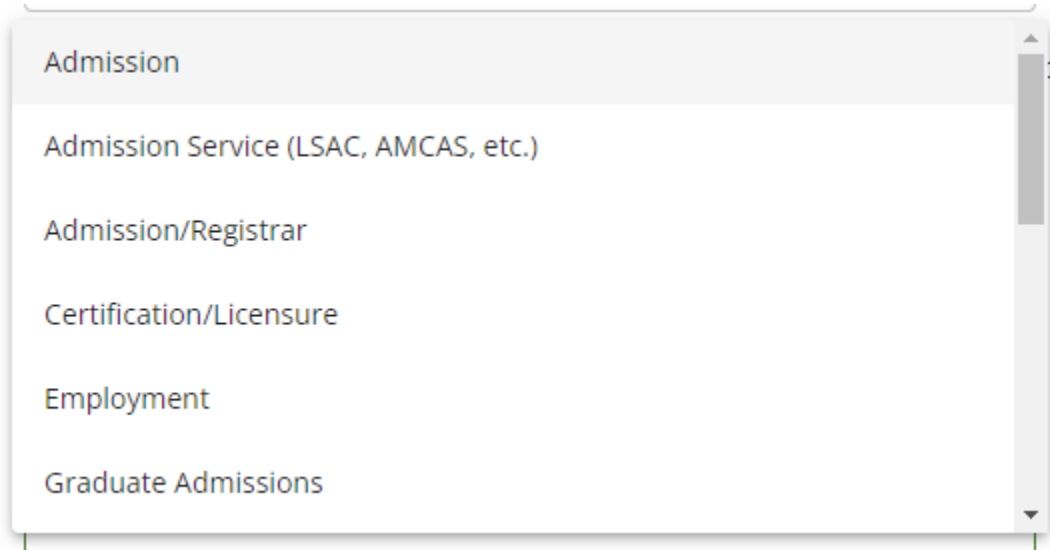
5. The next box is "What type of transcript do you want?" Here is the drop-down menu:

Preferred name displayed on transcript.

Primary name displayed on transcript.

Primary name is your legal name (the name you used to apply to UMKC) and Preferred name is an alternate name you could have provided at the time of application. If you did not indicate that you have a Preferred name when you applied to UMKC and select the Preferred name option, we will send it with the Primary name instead as it will be the only name on file.

6. The next box is "Why are you ordering your transcript?" Here are the selections:

Admission

Admission Service (LSAC, AMCAS, etc.)

Admission/Registrar

Certification/Licensure

Employment

Graduate Admissions

Pick the one that is most appropriate. Most students applying to college will select "Admission." If you are using Common App to apply to more than one college, you will select "Admission Service."

7. Next you will select the delivery method. Electronic delivery is typically the quickest and least expensive method. However, some schools/organizations will only accept it through the mail. Please consult the intended recipient of the transcript on delivery methods before ordering your transcript. There is a charge for the transcript and an additional fee for the delivery method.

8. Next you will enter payment information.

9. For questions related to your transcript order you can contact the Office of the Registrar at 816/235-1125 or email registrar@umkc.edu