



National Student  
Clearinghouse®

# National Student Clearinghouse Step-By-Step Guide



# Student Clearinghouse – Personal Info Page



Personal Information

**Personal Information** All fields required, unless otherwise indicated

First Name  Middle Name  Last Name   
(Optional)

Date of Birth  Has your name changed since attending school?    
MM/DD/YYYY

**Student Identification Information** One of the following is required

Student ID  Confirm Student ID   
Dashes are not allowed

**OR**

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

Are you currently enrolled at Wor-Wic Community College?

Year From  Year To   
YYYY

To access this page, follow the steps below:

- [www.worwic.edu](http://www.worwic.edu)
- *Services & Support Tab*
- *Student Records & Transcripts Card*
- Link titled *Online Transcript Ordering*

Students will need either their Wor-Wic Student ID **OR** Social Security Number.

If students select “No” for currently enrolled, they will be asked to input their enrollment years.

# Student Clearinghouse – Personal Info Page Cont.



Personal Information Continued

**Contact Information** All fields required, unless otherwise indicated

Address 1  
Street number and name or PO Box

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

City State/Territory/APO

Zip/Postal Code Country  
United States

Email Confirm Email

Phone Number  
(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](#) | [Privacy Policy](#)

YES  NO

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

Cancel Order Continue

## Student's Current Address & Information

By selecting "Yes" at the bottom, the student will be added to an opt-in list that can be pulled in the Clearinghouse portal under the reports tab (Contact Detail).

Students can opt in to receive text alerts on the status of their order by selecting "Yes"

## Student Clearinghouse – Transcript & Delivery Details



### 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

### Recipient Selections - 4 Options Available:

- College or University
- Ed Org, Scholarship or Prof. Licensing
- Employer or Other
- Myself

Students have the option to send a transcript to themselves using an email address or mailing address.

\*Please note if a student orders a copy for themselves, once they download or open it, it becomes *unofficial*. If they forward the downloaded or opened copy to a recipient, it would be *unofficial*.

# Student Clearinghouse – Transcript & Delivery Details



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?

Country  State/Territory/APO

Enter and select the school you are sending your transcript to

[Advanced keyword search to find school](#)

Country  State/Territory/APO

Enter and select the school you are sending your transcript to

[Advanced keyword search to find school](#)

Department

- Graduate Admissions
- Office of the University Registrar
- Undergraduate Admissions
- Not in List

## College/University Selection

→ Select the State/Territory of the recipient college and a search field will appear. Begin typing a name and the college options will prepopulate

Available departments at the selected college will be available via a drop-down menu.

The drop-down options are unique to each school.

# Student Clearinghouse – Processing Details



Select Transcript and Delivery Details

Send To: UNIVERSITY OF MARYLAND - COLLEGE PARK

**Processing Details** All fields required, unless otherwise indicated

When do you want your transcript processed?

**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.

What type of transcript do you want?

**Delivery Information**

How do you want your transcript sent?

How many copies do you want?

**School's Terms and Conditions:**  
Transcript will be sent by 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.**

Transcript requests can be held before the term is complete for final grades or processed immediately (processed as is).

Students can send electronically via Electronic Exchange (ETX), emailed PDF or choose to have a physical copy mailed.

Some schools limit the delivery options – example of University of Maryland defaulting to ETX.

## Student Clearinghouse – Processing Details



**Upload Attachment** (optional)

Do you want to send additional documents with your transcript? ←

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**Fee Summary**

Online Processing Fee	\$2.90
<b>Total Fee for this Recipient</b>	<b>\$2.90</b>

Students can attach any forms that would need to be sent with their transcript.

Forms can be sent delivered as is or downloaded by us and completed. We can upload the completed forms in the Clearinghouse portal.

The Fee Summary will vary based off their selected option.

\*Please note this is the base fee and there could be additional fees associated with the type of transcript delivery they selected.

# Student Clearinghouse – Checkout



Checkout

Pending Order Details

[+ Add Recipient](#)

[Edit](#) [Remove](#)

**Recipient:** UNIVERSITY OF MARYLAND - COLLEGE PARK  
**Attention:** Undergraduate Admissions

<b>Total Fee for this Recipient:</b>	\$2.90
<b>Processing Option:</b>	Current Transcript - Process As Is
<b>Delivery Method:</b>	Electronic ⓘ
<b>Quantity:</b>	1 copy
<b>Online Processing Fee:</b>	\$2.90

Total Fee for Order: **\$2.90**

[Cancel Order](#) [Checkout >](#)

The Checkout Page displays the order and processing fees.

Students can edit the recipient information if it does not look correct.

# Student Clearinghouse – Consent



## Consent

### Sign Consent Form All fields required, unless otherwise indicated

A signed consent form is required to release your transcript. If we do not receive your consent form within 30 calendar days from the date you submit your request, your order will be canceled, and you will not be charged. By providing consent, you are authorizing the delivery or transmission of your transcript to the destination you have chosen for the purpose of completing your order. The information you provide, including without limitation your social security number or student ID if you have provided it, may be used to match your identity to your institution's education records.

**Requestor:**

**Order Number:**

**Transcript Recipient(s)**

UNIVERSITY OF MARYLAND - COLLEGE PARK

### Electronic Consent Form

The fastest way to submit your consent form is electronically. Use your finger or mouse to draw your signature in the box. After you submit your signature, you may download a signed copy of the consent form for your records prior to providing payment in the next step.

Need Help Signing?

Sign Here

Sign Here

Signature Date:

By submitting this signature, I, \_\_\_\_\_ certify that I am the above-named student and my electronic signature provided on this form is authentic and has the same validity and legally binding effect as signing this consent form by my hand in ink.

Clear Signature

Accept Signature

This page authorizes us to release the student's records to the recipient listed.

Students must sign using their mouse and click *Accept Signature* for the Continue button to appear.

# Student Clearinghouse – Payment



Payment

**Payment Details** All fields required, unless otherwise indicated

Accepted Credit Cards:

   

Card Holder Name  Card Number

Expiration Date  CVV

Do you want to use your contact address as your billing address?

Address 1

Address 2

City  State/Territory/APO

Zip/Postal Code  Country

Selecting 'Submit Order' will transmit your payment information to [First Data Corp](#), a third party payment processing provider. First Data will only share your name, address, or e-mail address with National Student Clearinghouse.

**Total Fees for Order: \$2.90**

The last step – the student enters their payment information and submits the order.

### Troubleshooting:

If the student hits the submit button and nothing happens, they should try again using Chrome as the browser and clearing their cache/cookies

### Clearinghouse Customer Support:

703-742-4200

[transcripts@studentclearinghouse.org](mailto:transcripts@studentclearinghouse.org)

**WOR-WIC**  
COMMUNITY COLLEGE



National Student  
Clearinghouse®

**For More Information, Please  
Contact The Registrar's Office**

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**Registrar**

Email: [registrar@worwic.edu](mailto:registrar@worwic.edu)

Phone: 410-334-2907

Office: BH-109

