Transcript Ordering Procedure

Step 1: Log onto National Student Clearinghouse with the following link:

http://www.studentclearinghouse.org/  (Note: Please use IE explorer)

Step 2: Choose Order-Track-Verify and click Order or Track a Transcript.
Step 3: Choose Kean University.

Step 4: Click Start.
Step 5: Carefully input your information and then click Next.

Step 6: Continue on Step 5. Caution: there are different Delivery Methods.

Notice: If you are requesting that a transcript be sent to anyone other than yourself, we recommend that you complete the "Attention" field. The delivery of transcripts sent to a business, organization, or corporation can be delayed if you do not provide the name of the specific recipient.
Step 7: Carefully check your information and click **Check Out**.

Notice: If your mobile phone carrier is not in the list, please do not tick the box, and click Check Out directly.

Step 8: Pay with your Credit Card.