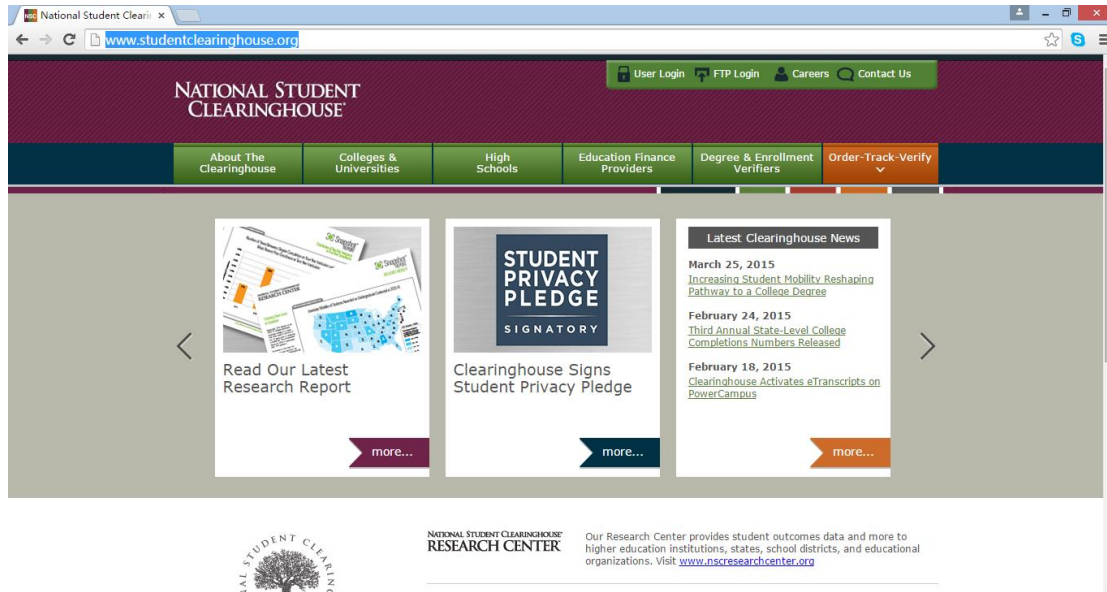


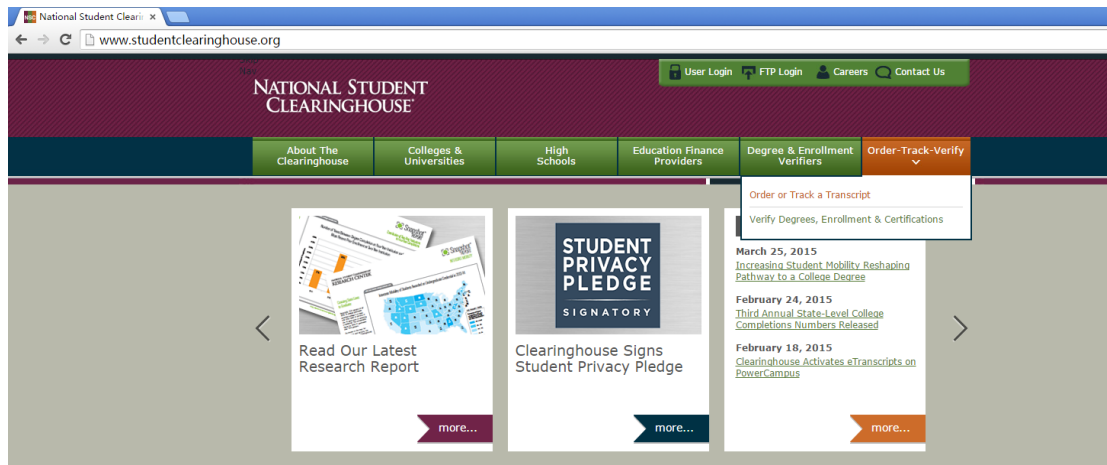
Transcript Ordering Procedure

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

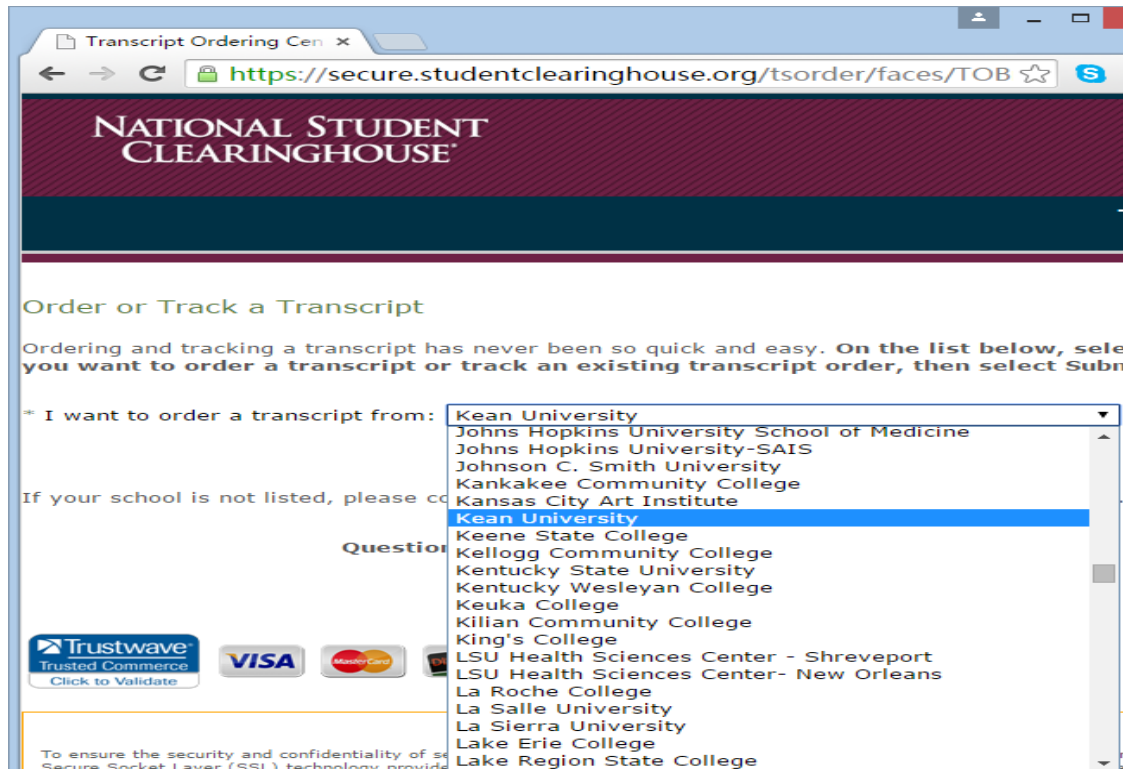
<http://www.studentclearinghouse.org/> (Note: Please use IE explorer)



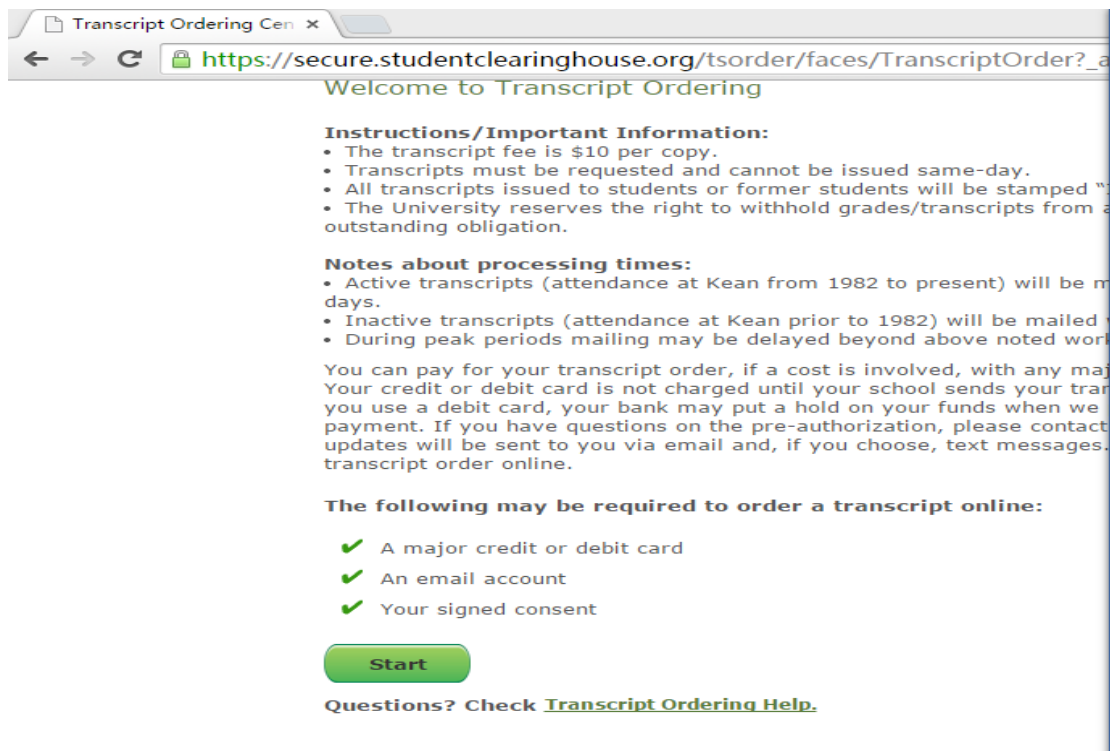
Step 2: Choose *Order-Track-Verify* and click *Order or Track a Transcript*.



Step 3: Choose *Kean University*.



Step 4: Click *Start*.



Step 5: Carefully input your information and then click *Next*.

The screenshot shows a web browser window with the URL https://secure.studentclearinghouse.org/tsorder/faces/TranscriptOrder?_adf.ctrl-state=vz6qb3326_13&_afLoop=4223387345170620#firstload. The page title is "Transcript Ordering Center". At the top, there is a navigation bar with "Account Info" and "Log Out" links. Below this is a progress indicator with six steps: "Enter Personal Info" (highlighted), "Select Recipient", "Enter Recipient Details", "Review Order", "Enter Payment Info", and "Sign Consent".

The main content area is titled "Enter Your Personal Information" and includes the instruction "Items marked with * are required." Below this is a section titled "Enter Your Information" with two columns of input fields:

- Current Name:** * First Name: BBB, Middle Name: AAA, * Last Name: AAA, * Date of Birth: mm/dd/yyyy (with or without slashes)
- Name While Attending School:** (if different from current name) First Name: , Middle Name: , Last Name:

Below the name fields is a section titled "Your school requires one or the other of the following personal identifiers." with input fields for Student ID, Confirm Student ID, Social Security Number, and Confirm Social Security Number. A note states: "You can enter the SSN either with or without dashes. Example: 123-45-6789 or 123456789".

The next section is "Contact Information" with the instruction: "Please enter a phone number where we can reach you if there are questions about your transcript order. Your email address will be used to send you your order confirmation and order status alerts. The National Student Clearinghouse will not use your contact information for solicitations." It includes input fields for * Phone Number, * Email, and * Confirm Email. There is also a checkbox for "Did you attend Kean University prior to 1980?" with "Yes" and "No" options. A note below reads: "Please contact the Registrar's office for more information. To continue with this order may result in an incomplete transcript." At the bottom of the form are "Next" and "Cancel Order" buttons.

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 then click *Check Out*.

Transcript Ordering Center | Chinese country code

Accessibility Help Log Out

Enter Personal Info Select Recipient Enter Recipient Details **Review Order** Enter Payment Info Sign Consent

Review Your Recipients

Important Information
Verify your transcript order information before continuing. To edit your order, select the recipient's name. To add another recipient, select 'Add Recipient'.

Verify Information

+ Add Recipient

Remove	Recipient Name	Processing Option	Transcript Type	Delivery Method	Quantity	Fee
<input checked="" type="checkbox"/> Remove	ZHENXIONG SHI	Now	Complete/All	Electronic PDF - \$1.75	1 copy = \$10.00	\$11.75

Total Fee for Order: \$11.75

Request Order Updates Via Text

Yes, please send me transcript order updates via text message to the following number.
(Carrier message and data rates may apply.)

Mobile Phone Number: 000-000-0000

Mobile Phone Carrier:

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.

Transcript Ordering Center

NATIONAL STUDENT CLEARINGHOUSE Transcript Ordering Center

Review Your Order

Order Number: 16730072

Total Amount: USD 11.75

[Return to Transcript Ordering Center](#)

Pay With Your Credit Card

Cardholder Name:

Credit Card Number:

Expiration Date (MMYY):

Security Code:

CVU2 is the Visa term for the 3-digit security code on the back of the credit card (Visa and MasterCard). For American Express, it is 4-digits and located on the