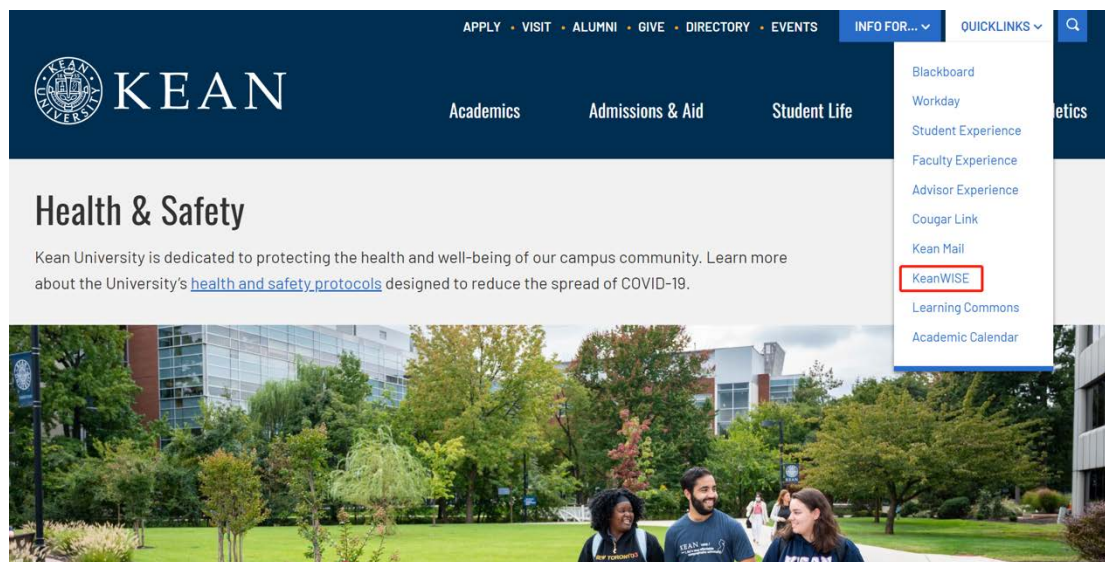


# Q&A of Transcript

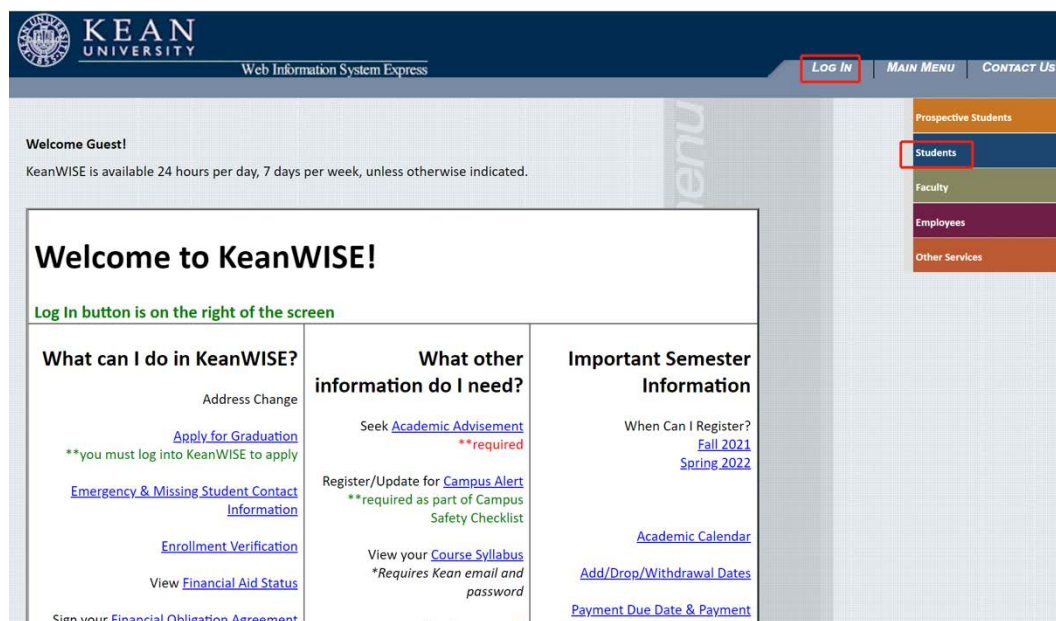
Q1:

## Official Transcript Ordering Procedure

STEP 1: log onto the KEAN university website (<https://www.kean.edu/>) – click QUICKLINKS – click KeanWISE



STEP 2: click log in (and log in with KEAN ID) – click student




STEP 3: Academic Profile – click Transcript (Official Request)

<b>User Account</b> <a href="#">What's my User ID?</a> <a href="#">What's my password</a> <a href="#">Change Password</a> <a href="#">Address Change</a>	<b>Academic Profile</b> <a href="#">Kean Unofficial Transcript - Student Planning</a> <a href="#">Transcript (Official Request)</a> <a href="#">My profile</a> <a href="#">Transfer Equivalency</a> <a href="#">Enrollment Verification</a> <a href="#">Apply for Graduation</a> <a href="#">Academic Early Alerts</a> <a href="#">Student Planning</a>
<b>Financial Information</b> <a href="#">View/Pay My Bill</a> <a href="#">Meal Plan Options</a> <a href="#">Flex Dollar Transfer</a>	<b>Instructor/Advisor Information</b> <a href="#">Faculty Office Hour</a> <a href="#">Search Office Hour by Faculty/Advisor Name</a>
<b>Financial Aid</b> <a href="#">Financial Aid Self Service</a> <a href="#">American Rescue Plan application</a>	<b>Residence Life</b> <a href="#">Housing Applications</a>
<b>Communication</b> <a href="#">My Documents</a>	<b>Other</b> <a href="#">Student Educational Records Release</a> <a href="#">Residential and International Students Proof of Insurance Submission</a> <a href="#">Emergency and Missing Student Contact Information</a>
<b>NJ Transit</b> <a href="#">NJ Transit Discount Ticket</a>	
<b>Registration</b> <a href="#">Register/Drop Sections - *NEW*</a> <a href="#">Search for Course Sections - Self Service</a>	

<a href="#">CHANGE PASSWORD</a>	<a href="#">LOG OUT</a>	<a href="#">MAIN MENU</a>	<a href="#">STUDENTS MENU</a>	<a href="#">CONTACT US</a>
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STEP 4: fill in the blanks (Kean University) – click CONTINUE

Transcript Ordering Center


National Student Clearinghouse
Help

System Messages

Important Information: There may be delays or disruptions processing transcript requests by institutions impacted by the Coronavirus. Please check the school's website for information.

Important Information: SHIPPING/MAIL ALERT: We recommend selecting electronic delivery if offered by your school. 1) Due to the evolving pandemic, there are delays in US and International mail delivery and there are some international jurisdictions where mail cannot be delivered. Visit USPS.com for updates. 2) UPS and FedEx have halted shipping to the Ukraine and Russia until further notice.

Order a Transcript



Enter the school you want to request your transcript from  
Kean University

[Advanced Keyword Search](#)

CONTINUE >

## STEP 5: please carefully read the following sentences – click ORDER TRANSCRIPT(S)

Transcript Ordering Center

 **KEAN**  Help

System Messages

Important Information: There may be delays or disruptions processing transcript requests by institutions impacted by the Coronavirus. Please check the school's website for information.

Important Information: SHIPPING/MAIL ALERT: We recommend selecting electronic delivery if offered by your school. 1) Due to the evolving pandemic, there are delays in US and International mail delivery and there are some international jurisdictions where mail cannot be delivered. Visit USPS.com for updates. 2) UPS and FedEx have halted shipping to the Ukraine and Russia until further notice.

School Notifications

***Due to the current national health concern and the recent change to the University's operating status, the Office of the Registrar is currently only able to offer official e-transcripts. After the request is processed, your transcript will be sent electronically within 1-2 business days to the recipient you have provided.***

**Instructions/Important Information:**

- The transcript fee is \$10 per copy.
- Transcripts must be requested in advance and cannot be issued same-day.
- All transcripts issued to students or former students will be stamped "Issued to Student."
- The University reserves the right to withhold grades/transcripts from any student who has an outstanding obligation.
- Students enrolled in their first semester at Kean cannot order an Official Transcript until semester grades have been posted.
- If an Official Transcript was sent to the wrong mailing address or email address due to student's error, the student is responsible for placing a new request and paying the service fee for all transcripts orders.

**Notes about processing times and fee:**

- Active transcripts \$10 (attendance at Kean from 1982 to present) will be mailed within 3 business days (Saturdays excluded).
- Inactive transcripts \$10 (attendance at Kean prior to 1982) will be mailed within 10 business days (from the date received - excluding Saturdays).
- During peak periods mailing may be delayed beyond above noted business days.
- Two day express mail transcripts are available at an extra cost of \$35.

**Transcript Delivery Options:**

- **Electronic PDF** -
- After the request is processed, your transcript will be sent electronically within 24 hours to the recipient you have provided. Please make sure your school or recipient accepts electronic PDF transcripts and keep in mind the following when ordering:
  - PDF files cannot be forwarded to a third party.
  - Records prior to 1982 are not available as an electronic PDF;
  - Once an order is submitted the email recipient cannot be changed. Please verify that the email recipient is correct before submitting your order.
  - Once the transcript is sent, it is not available to be resent.
  - If an Official Transcript was sent to the wrong mailing address or email address due to student's error, the student is responsible for placing a new request and paying the service fee for all transcripts orders.

***\*Expected Processing times may be delayed during campus closings, holidays, and peak periods of ordering, such as the end of the semester. Rushed orders are processed first. Please plan accordingly when placing your order.\****

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) >

[View Transcript Order Status](#)

## STEP 6: please fill in the blanks with personal information (attention: please DO NOT reverse the order of your first name and last name) – click CONTINUE

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

First Name Ming	Middle Name (Optional)	Last Name Xing
Date of Birth 01/01/2001 MM/DD/YYYY	Has your name changed since attending school? YES NO	

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


Student ID 11-3 Dashes are not allowed	Confirm Student ID 116-5 Dashes are not allowed
OR	
Social Security Number xxx-xx-xxxx	Confirm Social Security Number xxx-xx-xxxx

Are you currently enrolled at Kean University? YES NO

CANCEL ORDER CONTINUE >

STEP7: please input your personal information carefully (note: the following picture takes one Wenzhou-Kean University student as an example)

Transcript Ordering Center

 **KEAN** [Help](#) [0](#)

1 Enter Personal Information 2 Select Transcript and Delivery Details 3 Confirm Order and Checkout

**Enter Personal Information**

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

Address 1 China Street number and name or PO Box	
Address 2 Building, campus box, floor, apt, suite (Optional)	
City Wen Zhou	State/Province/Territory
Zip/Postal Code 250000 (Optional)	Country China
Email zhangsan@kean.edu	Confirm Email zhangsan@kean.edu
Phone Number 13C-8 Enter digits or dashes only (501-12345678)	

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

CANCEL ORDER CONTINUE >

STEP 8: carefully choose the required recipient(s)

1

Enter Personal Information

2

Select Transcript and Delivery Details

3

Confirm Order and Checkout

### 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 requesting your transcript be sent to?

College or University

Education Organization, Application Service, Scholarship and Professional Licensing

Employer or Other

Myself



National Student  
Clearinghouse®

2300 Dulles Station Blvd. Suite 220  
Herndon, VA 20171

STEP 9: carefully input your information and choose the required information – pay the bill and the Official Transcript will be sent to the previously required recipient(s)

1
Enter Personal Information

2
Select Transcript and Delivery Details

3
Confirm Order and Checkout

## Select Transcript and Delivery Details

Recipient: MING XING

Processing Details
All fields required, unless otherwise indicated

When do you want your transcript processed?

What type of transcript do you want?

Why are you ordering your transcript?

Delivery Information

How do you want your transcript sent?  
Electronic - \$1.00

How many copies do you want?  
1 copy = \$10.00

School's Terms and Conditions:  
Shortly after your request is processed by your school, your transcript recipient will be emailed a link to a secure Internet page where he or she can retrieve your official transcript. Upon that email notification, your credit card will be charged. The National Student Clearinghouse will guarantee that your recipient is notified that your transcript is ready for retrieval at the email address you provided when you placed the order; however, we cannot be responsible for whether or not your recipient retrieves or accepts the transcript. Because this is a new technology, we suggest that you contact your recipient and verify that he or she is willing to accept your transcript via this delivery method. The accuracy and correctness of the electronic transcript is solely the responsibility of your school.

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.

Upload Attachment
(optional)

Do you want to send additional documents with your transcript?

ADD FILE +

Fee Summary

Transcript Quantity Fee	\$10.00
Secure Electronic PDF Fee	\$1.00
Total Fee for this Recipient	\$11.00

< PREVIOUS

CANCEL ORDER

CONTINUE

Q2:

## Unofficial Transcript Ordering Procedure

Email the Office of the Registrar ([Registrar@wku.edu.cn](mailto:Registrar@wku.edu.cn)) and after our reply, please come to GEH D202 and pick up your unofficial transcript.

\*Note: we DO NOT provide Chinese Kean (un)official transcript. If you need it, please contact the official translating institutions to translate the English Kean (un)official transcript into Chinese Kean (un)official transcript

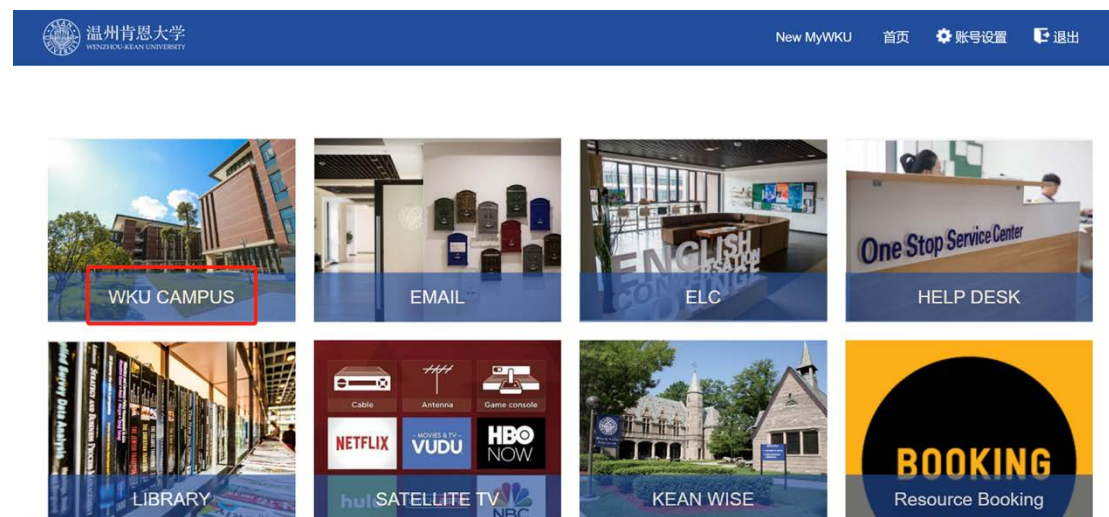
Q3:

## (Chinese Courses) Transcript Ordering Procedure

STEP 1: log onto the Wenzhou-Kean university website (<https://wku.edu.cn/>) – click My WKU and log in with WKU ID



STEP 2: click – WKU CAMPUS



STEP 3: click 自助服务 – click 注册 – click 查看我的成绩



ORACLE

菜单

搜索:

自助服务

课程搜索/浏览目录

专业设置

注册

注册日期

我的课程表

我的每周课程表

注册-添加课程

注册-退课

查看我的考试计划

查看我的成绩

我的个人信息

学术记录

学生中心

查看国际培养方案

PeopleTools

转至...

搜索

计划

注册

我的学术

我的课程表

添加

退课

学期信息

查看我的成绩

2022春季学期 | 温州肯恩大学

更改学期

课程成绩 - 2022春季学期

正式成绩

类别	描述	学分	评分	成绩	成绩分数
CNCC_1001	辨与思	2.00	等级制		
CNCC_1002	我与社会	2.00	等级制		
PE_1002	体育	1.00	等级制		

学期统计数据 - 2022春季学期

	来自注册	原积总数
计入 GPA 评分的学分:		
已修		36.000
实得		36.000
正在进行	5.000	5.000
不计入 GPA 评分的学分:		
已修		18.000
实得		18.000

#### STEP 4:

Click 更改学期 to see the grades in different semesters (note: there may be some Kean course grades appearing on this Chinese course transcript, please ignore the Kean grades and only take the grades on Kean (un)official transcript as a standard)