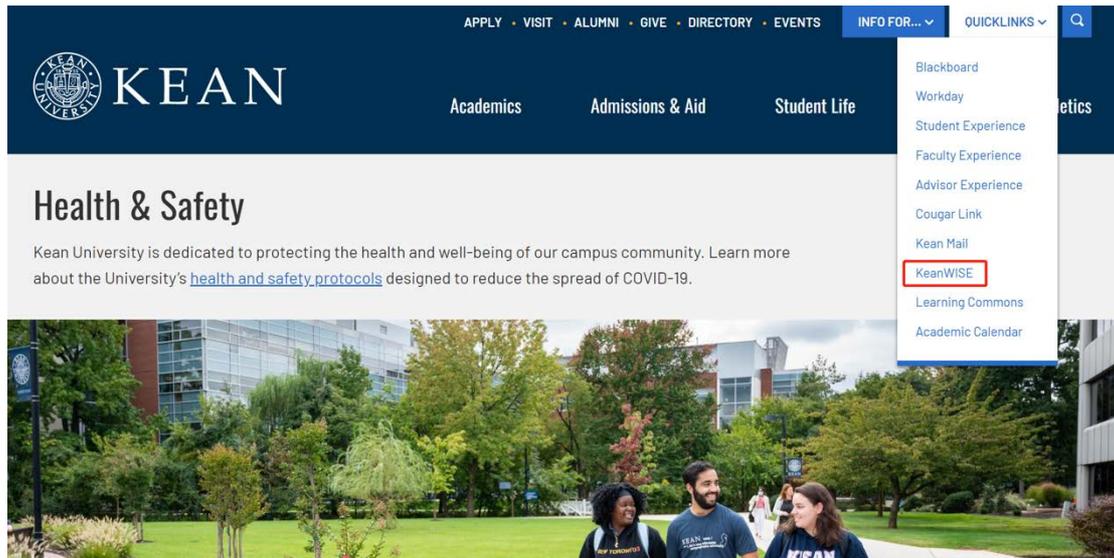


# Q&A of Transcript

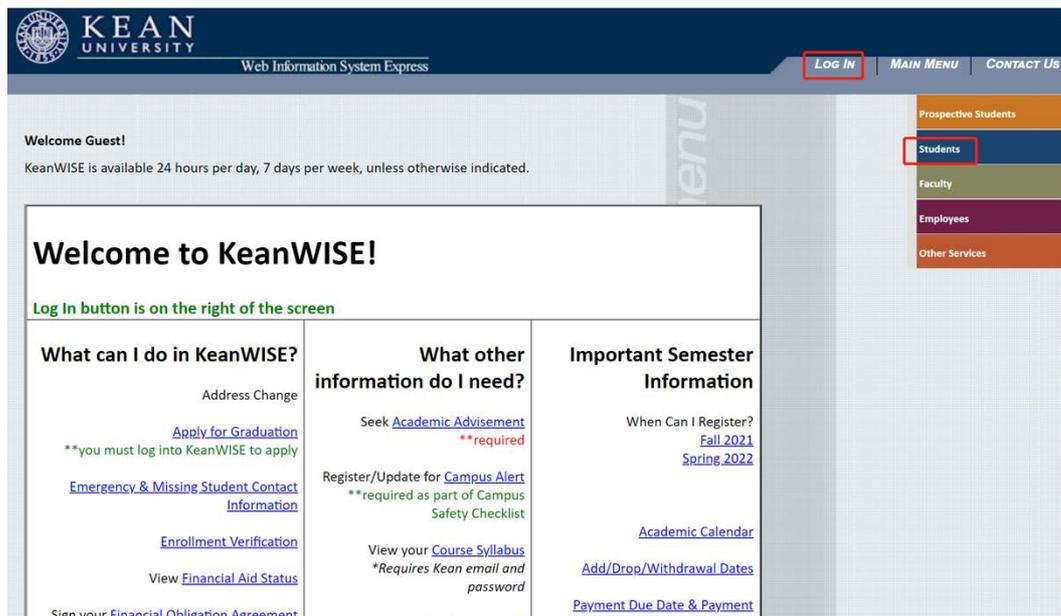
Q1:

## 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)

<p><b>User Account</b></p> <p><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></p>	<p><b>Academic Profile</b></p> <p><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></p>
<p><b>Financial Information</b></p> <p><a href="#">View/Pay My Bill</a>  <a href="#">Meal Plan Options</a>  <a href="#">Flex Dollar Transfer</a></p>	<p><b>Instructor/Advisor Information</b></p> <p><a href="#">Faculty Office Hour</a>  <a href="#">Search Office Hour by Faculty/Advisor Name</a></p>
<p><b>Financial Aid</b></p> <p><a href="#">Financial Aid Self Service</a>  <a href="#">American Rescue Plan application</a></p>	<p><b>Residence Life</b></p> <p><a href="#">Housing Applications</a></p>
<p><b>Communication</b></p> <p><a href="#">My Documents</a></p>	<p><b>Other</b></p> <p><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></p>
<p><b>NJ Transit</b></p> <p><a href="#">NJ Transit Discount Ticket</a></p>	
<p><b>Registration</b></p> <p><a href="#">Register/Drop Sections - *NEW*</a>  <a href="#">Search for Course Sections - Self Service</a></p>	

## STEP 4: fill in the blanks (Kean University) – click CONTINUE

Transcript Ordering Center



**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

[Advanced Keyword Search](#)

CONTINUE >

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

Transcript Ordering Center



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: 11-5  
 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 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 should receive your transcript 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.

YES

NO

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