ORDERING OFFICIAL MSU TRANSCRIPTS

Transcripts are submitted to OPI electronically via the National Clearinghouse Site and/or paper transcripts from the Registrar’s Office.

ONLINE

1. Log in to your MyInfo account. Go to Student Services, Student Records, and Enrollment Verification/Official Transcription. Next, click on Go To Clearinghouse Site, which opens a new window.
2. Click on orange Order-Track-Verify link and Order a Transcript. Select MSU-Bozeman.
3. Enter Personal Information.
4. Contact Info: make sure the address is a good permanent address.
5. “Who will be the recipient of your transcript?” Select Educational Organization (other than a school)
6. “Who is the intended recipient of your transcript?” Select Other
7. Educational Organizational Recipient: Montana Office of Public Instruction, and then Educator Licensure Program for drop-down.
8. Processing Time Frame: “After Degree is Awarded,” then graduating semester (e.g., Fall 2017), Degree Title is Bachelor of Science, and Content Area (e.g., Elementary Education, Art Education, General Science Broadfield, etc.).

PAPER TRANSCRIPTS REQUEST

If you elect to order your transcripts manually, you’ll need to request them sent directly to OPI:

Montana Office of Public Instructions
Attn. Educator Licensure
PO Box 202501
Helena, MT 59620

Go to Registrar’s Office link and print Transcripts Request:

When completing the form, check “After Degree & Grades are Posted.”

Transfer Credits. If you used coursework from another university to satisfy your degree requirements, please ensure that those transcripts were submitted to the Registrar’s Office and approved so they appear on your MSU transcript.