

## 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. Select Order a Transcript.
3. Read information. Click on green "Order Transcripts."
4. Enter Personal Information.
5. Contact Info: make sure the address is a good permanent address.
6. "Who are you sending your transcript to?: Select Educational Organization, Application Service and Scholarships.
7. Select Organization: Montana Office of Public Instruction
8. Department: Educator Licensure Program, Continue.
9. Which transcript do you want sent: After Degree is Awarded
10. Degree Will Be Awarded On: Term, Degree Title, Year
11. Answer the Delivery Information.
12. Read the [Registrar Office Transcript Information](#), Click on "Yes."
13. Click on Continue and submit payment information.

### PAPER TRANSCRIPT REQUEST

If you elect to order paper transcripts, go to MSU Registrar Office website and [print Transcript Order Form](#). When completing the form, check "**After Degree & Grades are Posted.**" Address of Recipient is:

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

### Transfer Credits

If you have transfer credits from another university to satisfy your degree requirements at MSU, please ensure that those transcripts were submitted to the Registrar's Office and approved so they appear on your MSU transcript. If transfer credits do not appear on MSU transcript, you'll need to order transcript directly from that institution and request for them to be sent to OPI.

#### **Field Placement and Licensure**

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P.O. Box 172880  
Bozeman, MT 59717-2880  
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