

## **ORDERING TRANSCRIPTS ONLINE —**

### **ORDERING TRANSCRIPTS WITH A CREDIT CARD**

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- IF YOU ATTENDED MSU-BOZEMAN AT ANY TIME, YOU MAY ORDER AN OFFICIAL TRANSCRIPT ONLINE.
  - IF YOU DO NOT HAVE A SOCIAL SECURITY NUMBER OR DO NOT KNOW YOUR STUDENT ID#, YOU MAY ORDER AN OFFICIAL TRANSCRIPT ONLINE.
  - YOU MAY PAY FOR AN OFFICIAL TRANSCRIPT WITH A CREDIT CARD BY ORDERING ONLINE.
  - YOU MAY ORDER AN OFFICIAL TRANSCRIPT ONLINE IF YOU HAVE AN ACTIVE CREDIT OR DEBIT CARD.
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1. Verify you have cookies enabled on your browser. The cookies allow the National Student Clearinghouse® to authenticate your session.
2. Go to the National Student Clearinghouse Website at: <http://www.mystudentcenter.org/>
3. Select “Montana State University - Bozeman” and click “Submit.”
4. Click on the small “Order” button towards the bottom-middle of the page.
5. Fill in the information requested – items listed in red are required. A Social Security Number or a Student ID# is *not* required. Complete the fields and click “Next” at the bottom of the page.
6. Enter the recipient information – the information for the person or institution who will receive your transcript. OR, select “Hold for pick-up” to pick-up the transcript at the MSU Transcript Office.
7. Select a Processing Option (send the transcript now, or after the current term’s grades are posted, or after your degree is posted), Delivery Method (hold for pick-up, mail with the United States Postal Service, FedEx, Rush-process and mail within 24 hours, etc.), and Quantity.
8. Include any special instructions or additional information in the Special Instructions text box.
9. Choose the next step at the bottom of the page by clicking either “Save and add another recipient” or “Next.”
10. From the next window forward, follow the Clearinghouse’s instructions. When you have finished your order, the Clearinghouse will provide you with an order number and will email you the order information. With the order number you may also track the status of your order.
11. For assistance with transcript ordering, please call the Transcript Office at 406-994-5521 or 406-994-3110.