FAIRLEIGH DICKINSON UNIVERSITY

EARLY COLLEGE DUAL ENROLLMENT PROGRAM

Instructions for Ordering Transcripts

In early June an *email notification* will be sent to all registered students which will include your FDU Student ID number. *Keep that message! You will need it to order transcripts!* The message will also include the website link to order transcripts, the instructions to place the order, and a link to the student gateway where you can log in to your account, also noted below.

Here is a link to the student account gateway. Students should check their grades are posted to their account prior to placing a transcript order. *If a transcript order is placed before the grades are posted, the transcript sent will be blank.* Students can also print a copy of their course records for their personal use only. Grade reports will be received in late June 2024, and they will be posted approximately two to three weeks later.

Please review and follow the tutorial below before placing your order

To order an official transcript visit www.getmytranscript.org

1. Once you have entered and selected "Fairleigh Dickinson University" from the drop-down menu, complete the transcript order form by entering your personal information including name date of birth and address. **DO NOT ENTER** your Social Security Number*.*

2. Fill in all the fields on the Personal Information page (any fields that are not listed as "Optional".)

- The transcript type is Undergraduate.

- The transcript should be sent directly from the transcript ordering center (getmytranscript.org) to the university/college of your choice to be considered official.

- If your school allows requestors to enter their student ID— for identification purposes — **you MUST enter it.** If you do not enter either your student ID number, the "Continue" button will not be green.

- If a question appears on the Personal Information page like" Did you attend Hometown University in the year 2000 or earlier?" it means that your school is trying to determine if your transcript data is available electronically.

3. Depending on the options your institution uses, additional **messages regarding** your school record **may display** on the ordering screens.

- **If your personal information was unable to be found by your school**, you can select "Yes" to edit your personal information. If the information is correct, you can select "No" to continue or "Cancel Order" to terminate the ordering process.

- **If your personal information was able to be found but you have a transcript hold on your record, it will be displayed on the screen with information on how to clear it.** If you can proceed with holds, select "Yes" in response to the verification statement, then select "Continue" to move forward with the order.

- **If you cannot proceed with your order because of holds**, select "Cancel Order."

4. You will be taken to an additional page(s) with required fields that you will need to enter information.

Follow steps 5 through 8 below to add the recipient's college or university information

5. Select **"Continue"** to proceed to the recipient pages.

6. Select the appropriate type of recipient and enter or select the recipient information. Select **"Continue"** to enter the delivery and processing information.

7. Fill in all **the required delivery and processing fields (**any fields that do not say **"Optional"**).

- Delivery methods vary by school. Once you select the delivery method, your school's specific terms and conditions for the delivery option will be displayed.

- Some schools may also allow you to upload up to three documents to be included with your transcript order. If you do not see an option to upload attachment, then this option is not available for your school.

- For some schools, specific processing times such as "After Degree is Awarded" and "After Grades Are Posted" may be available.

8. Select **"Add Recipient"** to enter multiple recipients or **"Checkout"** to continue.

9. Some recipient addresses for mail orders within the United States are validated against the US Postal Services Change of Address database. If the recipient address is validated and is incorrect, the system may provide a suggested address, formatted to the US Postal Service standards, or display a message that the entered address is invalid.

- If the address is returned as not found in the US Postal Service database, the system will display a possible reason. You can edit the address, or in some cases, move forward with the invalid address.

- If you opt to move forward with an invalid address, please confirm it is accurate with the recipient before continuing. You will be required to read and answer 'Yes" to the acknowledgement statement that states your order may not be deliverable. You can then move forward with the order or correct the address.

- When you select the "Continue," the order details will be displayed on the Checkout screen in the **Pending Order Details** section.

10. When you are *done reviewing your order*, select **"Checkout"** to complete your request. **You will not be able to return to the form to add, edit, or delete recipient(s) information after this point.**

National Student Clearinghouse'