

# SKIDMORE COLLEGE

## All Other Students Request an Official Transcript (How-to)

### 1. Official Transcript Request

Click on **All Other Students: Request A Transcript** on Registrar’s webpage. You will need to provide either your Skidmore ID or SSN (Skidmore ID is recommended). For fastest delivery it is recommended that you select Electronic.

### 2. You are now in Clearinghouse Application

Please read all instructions below, before beginning your transcript request. Once you have read the instructions, click the green **ORDER TRANSCRIPT(S)** button. Also at the bottom is a View Transcript Order Status link, to track the order.

### 3. Enter Personal Information

- A. Enter your personal information. For the name fields it **MUST BE your LEGAL FIRST and LAST NAME** (DO NOT enter your preferred first name), otherwise you will get a message that the System cannot find you.
- B. Has your name changed? If yes, a window will pop up for you to enter name when attending college.
- C. Enter **Skidmore Id** (i.e. Student ID) or SSN. Recommend entering Skidmore ID.
- D. Are you currently enrolled at Skidmore? If no, it will ask you “Did you ONLY attend Skidmore University Without Walls?” and “What years did you attend Skidmore?”
- E. Click **CONTINUE**.

### 4. Personal Information – Contact

Enter your school current Address, Email and Phone Number. All fields required, unless otherwise indicated. If you wish to receive text message to the phone number provided, select “YES”. Click **CONTINUE**.

### 5. Transcript and Delivery Details – Who are you sending your transcript to?

Select **the recipient**. If you are sending to **College or University**, select the College. For **Department**, if not listed, select **Not in List and type in the Department name**, otherwise select the appropriate department. Click **CONTINUE**. You could also select to have the transcript sent to “Myself”, “Employer or Other” or “Ed Org,etc”

The screenshot shows a web form for selecting a recipient for a transcript. On the left, there are dropdown menus for 'Who are you sending your transcript to?' (set to 'College or University'), 'Country' (set to 'United States'), and 'State/Territory/AP/D' (set to 'New York'). Below these is a search box for 'Enter and select the school you are sending your transcript to' with 'Skidmore College' selected. An 'Advanced keyword search to find school' section shows a search for 'Registrar's Office' with 'Not in List' as a result. On the right, there is a 'Department' dropdown set to 'Not in List' and a 'Department Name' text input field containing 'OCSE'. At the bottom right, there are two buttons: 'CANCEL ORDER' and 'CONTINUE >'. Red arrows point to the 'College or University' dropdown, the 'Department' dropdown, the 'Department Name' input, and the 'CONTINUE >' button.

## 6. Transcript and Delivery Details – Processing Details and Delivery Information

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When do you want your transcripts processed, select **Current Transcript- Process As Is** to send it now. **How do you want your transcript** (delivery option of Electronic or Mail). During this step you will have **the option to upload additional document(s), if applicable**. Once completed, click **CONTINUE**.

## 7. Recipient Delivery Information

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The recipient's delivery information will display. If sending to **College or University** and the Department was **Not In List**, you will need to provide the recipients email address. Otherwise, please review to make sure it is correct before hitting the **Add TO CART** button.

Provide Delivery Information  
Recipient: SKIDMORE COLLEGE

Recipient Delivery Information All fields required, unless otherwise indicated

Recipient  
SKIDMORE COLLEGE

Recipient Email Address  
OCSE@skidmore.edu

Confirm Recipient Email Address  
OCSE@skidmore.edu

< PREVIOUS    CANCEL    ADD TO CART >

## 8. Pending Order Details

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At this time you can **edit or remove the recipient or add another recipient**. To add another recipient click on the **ADD RECIPIENT** button. If you add another recipient it will loop you back to steps 6 and 7 as to when you want it sent and to whom. If you are finished click **CHECKOUT**.

## 9. Checkout

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Scroll down to Electronic Consent Form and Sign your name in the Sign Here box.

Click **ACCEPT SIGNATURE**. Click **CONTINUE**.

## 10. Pop-up message box

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Once you see the Pop-up message box stating that the application will close in 2 minutes. Click **OK**.

Your request has been completed successfully

**Note: Once your request has been submitted you will receive one email, a survey/order confirmation and a link to track the progress of your request. Once the transcript has processed, you will receive an email that the transcript was sent and then another email when the recipient retrieves the transcript from Clearinghouse.**

