

How to Order Your eTranscripts from National Student Clearinghouse (NSC)

Once you are redirected to the National Student Clearinghouse (NSC) portal from Minerva, use the following steps to order an eTranscript:

- 1) Click on the **“Order a Transcript”** link
- 2) After reading the School Notifications, scroll to the bottom of the page and click on **“Order Transcript(s)”**
- 3) Enter your personal information. All fields are mandatory except for middle name
- 4) Answer the question under Student Identification Information and fill in any required info
- 5) Click **“Continue”**
- 6) Enter your contact information, ensuring to **select your country first** so that the correct state/province/territory will populate in the options field
- 7) Follow the instructions at the bottom of the form
- 8) Click **“Continue”**
- 9) Select your eTranscript **recipient**. There are four options:
 - a. **College or University**
 - i. If you begin typing your institution and it doesn’t show up, click on “Not in List” and manually enter your school name
 - ii. **For a list of Colleges or Universities signed up with NSC, click [here](#).**
 - You must select the location of your institution and wait for the page to load, then scroll down
 - b. **Education Organization, Application Service and Scholarships**
 - i. If your recipient is not in the drop-down list, scroll to the bottom of that list and click “Not in List” and manually type the name of the organization
 - ii. **For a list of admission centers partnered with NSC, including LSAC, AMCAS, or a Liaison CAS, click [here](#).**
 - c. **Employer or Other**
 - d. **Myself**
- 10) After selecting the correct recipient and entering their name, click **“Continue”**
- 11) In the Transcript and Delivery Details
 - a. Complete the Processing Details
 - b. Accept the School’s Terms and Conditions
 - c. Upload any attachments that should be included with your transcript
 - i. Note that attachments require manual review by staff and 2-3 business days turnaround
 - d. Click **“Continue”**
- 12) Validate the recipient information and click **“Add to Cart”**
 - a. If your recipient is not signed up with NSC, this is where you provide their email address
- 13) Confirm your order and checkout by providing your payment details
- 14) Once you checkout, your eTranscript will be sent to the recipient the same day and in as little as 15 minutes **(provided you have no student account holds on your record or you didn’t include any attachments for review with your order)**