

How to request a transcript from Missouri Southern State University



1. Go to this website:

<https://www.mssu.edu/student-affairs/registrar/transcripts.php>

2. Scroll down and click on National Student Clearinghouse

Ready to order your transcript?

- You will need your social security number.
- You don't need your student ID number to order transcripts.
- The site will walk you through placing your order, including delivery options and costs.

Click on [National Student Clearinghouse](#).

3. Scroll to the bottom of the page and click on Order Transcript(s)

Order Transcript(s) >

[View Transcript Order Status](#)

4. Enter Personal & Student Identification Information. Click continue.

- You must click on all boxes before clicking continue.
- Use a Personal Email Address - NOT your school email.
- If you don't know your student ID, you will need your social security number.

How to request a transcript from Missouri Southern State University



5. Continue filling out personal information, and click continue.

Click Yes or No to opt-in for text message updates to click continue

6. The next page asks for degree information. Skip this page.

7. Choose the Recipient.

- Choose College or University
- Choose United States and the State the college is located
- Search the name of the college to send your transcript to
- Department: Admissions or Registrar's office
- Click Continue

8. Processing Details

- Choose when (If currently taking a class, wait until grades are posted to request.)
- What type: Complete/All
- Why: Other
- Delivery Information: Electronic
- Click Yes on terms and conditions
- Click Continue

9. Checkout

- The cost for a transcript request is \$15.40
- You will need to sign to accept the request under electronic consent form, then click continue.
- Provide payment information to complete and submit order.