

NUSTEP TRANSCRIPT ORDERING GUIDE

****Check your grades on myNU through Web Advisor to make sure they are posted before you order.****

Visit www.niagara.edu/records.

Scroll down and on the left side select Request a Transcript.

Student is automatically connected to the National Student Clearinghouse website to place their order.

Scroll down and click on "Order Transcript(s)."

School Notifications

CORONAVIRUS UPDATE: Due to the procedural obstacles presented by the current outbreak, please expect possible short delays in the fulfillment of transcript and verification requests. We are working through them as expeditiously as possible. PICK-UP SERVICE IS PROCESSED ON TUESDAYS AND THURSDAYS.

Electronic/PDF transcript orders are fulfilled immediately (including weekends and holidays) if there are no holds on the student's record. Transcript requests are \$10.

Normal transcript processing time for mail or pick-up copies is 3-5 business days. No paper transcripts are processed or mailed on days the University is closed.

Official transcripts will not be processed if the student has an outstanding financial obligation to Niagara University.

You may upload any necessary documents that should be attached to your official transcripts, including scholarship applications or licensure request forms. You will be presented with this option while placing your order. We accept PDF, DOC, or DOCX files.

EXPRESS MAIL: In order to arrange Express Mail service, in addition to requesting the transcript you must fill out our [express mail form](#).

PLEASE NOTE: All transcripts requests for "After Grades" must be completed before the end of the last day of the term. For the Spring Term this date is 5/24/21.

NUSTEP STUDENTS: Please do not use After Degree option. Check your grades on myNU through WebAdvisor to make sure they are posted before you order.

Clearinghouse Notifications

Payment will be accepted, if a cost is involved, with any major credit or debit card. Your credit or debit card is not charged until your school sends your transcript(s). However, if you use a debit card, your bank may put a hold on your funds when we pre-authorize your payment. If you have questions on the pre-authorization, please contact your bank.

ORDER TRANSCRIPT(S) >

Enter your personal information and student identification information. At the bottom it asks: "Are you currently enrolled at Niagara University?" Select "Yes" and click continue.

Next, enter your **personal** contact information. When complete, click continue.

Enter Personal Information

Contact Information All fields required, unless otherwise indicated

Address 1
Street number and name or PO Box

Address 2
Building, campus box, floor, apt, suite (Optional)

City State/Territory/APO

Zip/Postal Code Country
United States

Email Confirm Email

Phone Number
(xxx) xxx-xxxx

To receive NSC Msg updates to this phone number, you must Opt-in by selecting 'YES' below. You may receive up to 5 transcript text status updates for each recipient order. Message and data rates may apply. If text messaging is requested, you will receive an Opt-In confirmation message. For help text HELP. To cease messages, text STOP. Texting STOP will stop all text messages to the Opted-In mobile phone number for all existing transcript orders. Do you agree to Opt-in? [Terms of Use and Privacy Policy.](#)

Allow the school to use this information to update their records?

Indicate where you are sending your transcript to from a drop down menu (College or University, Education Organization, Employer/Other, Myself) **

Select Transcript and Delivery Details

Recipient All fields required, unless otherwise indicated

According to the Family Educational Rights and Privacy Act (FERPA), in certain instances, schools must obtain the student's permission in order to release information from his or her educational records. The type of consent form that is required is determined by recipient type.

Who are you sending your transcript to?
College or University

Country State/Territory/APO
United States Arizona

Enter and select the school you are sending your transcript to
Arizona State University

Graduate Admissions
Undergraduate Admissions
Not in List

** Most High School students are sending their Niagara University transcript to a College/University. Enter the information the system is requesting. Click continue, and it will ask what department to send the transcript to – usually an admissions office, and click continue.

VERY IMPORTANT: the next screen is where you specify **WHEN** to send the transcript.

By checking your web advisor **PRIOR** to ordering, you can see if **ALL** of your NUSTEP grades are posted.

Select Transcript and Delivery Details

If all grades **ARE NOT** posted, select: “After Grades are Posted”.

Processing Details All fields required, unless otherwise indicated

When do you want your transcript processed?

After Grades Are Posted

NOTE: Your transcript will be sent after you complete the term in which you indicate below you are currently enrolled and your grades have been posted.

Will Be Posted:

Term

Spring 2021

Why are you ordering your transcript?

Admission

If all grades **ARE** posted, select: “Current Transcript – process as is”.

(**DO NOT** select “after degree is awarded” – you are **NOT** receiving a degree from Niagara University 😊!)

Processing Details All fields required, unless otherwise indicated

When do you want your transcript processed?

Current Transcript - Process As Is

NOTE: This option is for students and alumni who want their transcript processed and sent as it is today. It will reflect your grades through your last or latest term.

Why are you ordering your transcript?

Admission

The next screen is the Delivery Information for your transcript.

- If the recipient accepts electronic transcripts from the National Student Clearinghouse, “Electronic” will be delivery option.
- If the recipient does not accept electronic transcripts from the Clearinghouse, you will need to provide mailing contact/address details.

Read and accept the terms and conditions ... and review your order at checkout!

I have read and accept my school's terms and conditions for the delivery method of Electronic?
Acceptance to the Terms and Conditions is required.

YES

NO

Checkout

Pending Order Details

ADD RECIPIENT +

 [Edit](#)  [Remove](#)

Recipient: ARIZONA STATE UNIVERSITY
Attention: Undergraduate Admissions

Total Fee for this Recipient:	\$10.00
Processing Option:	Current Transcript - Process As Is
Delivery Method:	Electronic ⓘ
Quantity:	1 copy
Transcript Quantity Fee:	\$10.00

Total Fee for Order: \$10.00

CANCEL ORDER

CHECKOUT >

Lastly, electronically sign the consent form on the next page, accept signature, and press continue to proceed to entering your payment information and end the session by submitting your order.